

Capital Call Announcement

Date: [Insert Date]

To: [Investor Name]
[Investor Address]
[City, State, Zip Code]

Dear [Investor Name],

We hope this letter finds you well. We are writing to inform you of a capital call for the [Fund Name] in accordance with the partnership agreement.

The amount due from you is [**Amount Due**], which is due by [**Due Date**]. Please ensure that the funds are transferred to the following account:

Bank Name: [Bank Name]
Account Number: [Account Number]
Routing Number: [Routing Number]
Reference: [Fund Name] - [Investor Name]

The proceeds from this capital call will be used for [briefly outline purpose of the funds, e.g., new investments, operational expenses, etc.].

If you have any questions regarding this capital call or your investment in [Fund Name], please do not hesitate to contact us at [Contact Information].

Thank you for your continued support and partnership.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]