

Capital Call Notice

Date: [Insert Date]

From: [Your Company Name]

To: [Investor Name]

Address: [Investor Address]

Dear [Investor Name],

We hope this message finds you well. We are writing to formally notify you of a capital call for [Project/Investment Name], as outlined in our operating agreement.

The total amount required from you is [\$Amount] payable by [Due Date]. These funds will be used to [briefly describe the purpose, e.g., finance the next phase of development, cover operational costs, etc.].

Please remit your contribution to the following account:

Account Name: [Account Name]

Account Number: [Account Number]

Bank Name: [Bank Name]

Routing Number: [Routing Number]

If you have any questions or require further details, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued support and investment in [Project/Investment Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Phone Number]

[Company Email Address]