

Investment Capital Obligation Reminder

Date: [Insert Date]

Dear [Investor's Name],

We hope this message finds you well. This letter serves as a friendly reminder regarding your outstanding investment capital obligation with [Company/Project Name]. As per our agreement dated [Insert Agreement Date], the total capital amount due is [Insert Amount], which was scheduled for payment by [Insert Due Date].

We kindly request that you take the necessary steps to fulfill this obligation at your earliest convenience. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]