

# Funding Program Update

Dear [Recipient's Name],

We are reaching out to remind you of the upcoming deadlines for our funding program. Please find the relevant details below:

## Upcoming Deadlines

- **Application Submission Deadline:** [Date]
- **Review Period:** [Date - Date]
- **Notification of Award:** [Date]
- **Funding Disbursement Date:** [Date]

To ensure a smooth application process, we encourage you to submit your materials well in advance. For more details, please refer to our official guidelines or contact us at [Contact Information].

Thank you for your interest in our funding program, and we look forward to your application.

Sincerely,  
[Your Name]  
[Your Position]  
[Organization Name]  
[Organization Contact Information]