

# Funding Usage Overview

Date: [Insert Date]

To: [Project Advocates' Names]

From: [Your Name/Organization]

## Introduction

We are pleased to provide you with an overview of the funding usage for the [Project Name]. This document outlines how the allocated funds have been utilized to achieve our project goals.

## Funding Breakdown

- **Total Funding Received:** \$[Insert Amount]
- **Expenses:**
  - [Expense Category 1]: \$[Amount]
  - [Expense Category 2]: \$[Amount]
  - [Expense Category 3]: \$[Amount]
- **Remaining Balance:** \$[Insert Amount]

## Impact of Funding

The allocated funds have enabled us to achieve the following milestones:

- [Milestone 1]
- [Milestone 2]
- [Milestone 3]

## Conclusion

We greatly appreciate your support for [Project Name] and look forward to your continued collaboration. Should you have any questions or require further details, please feel free to reach out.

Sincerely,  
[Your Name]  
[Your Title/Organization]