

Forecast of Recurring Income Sources

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. As part of our strategic planning for the upcoming fiscal year, I am writing to present a forecast of our expected recurring income sources. This information will be essential for aligning our resources and ensuring sustained growth.

Recurring Income Sources Overview

- **Subscription Revenue:** [Insert Forecast Amount] - Projected based on current membership trends and anticipated growth.
- **Service Contracts:** [Insert Forecast Amount] - Renewal rates have remained stable, indicating a strong likelihood of continuity.
- **Maintenance Agreements:** [Insert Forecast Amount] - Historical data suggests a reliable income stream from existing contracts.
- **Recurring Donations (if applicable):** [Insert Forecast Amount] - Expected to increase with our ongoing outreach efforts.

Total Forecasted Recurring Income

The total anticipated recurring income for the upcoming year is: **[Insert Total Amount]**

This forecast is based on thorough analysis and historical performance, and we are committed to monitoring these figures closely as the year progresses.

Thank you for your attention to this important aspect of our business. I look forward to discussing this forecast further during our upcoming meeting.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]