

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding the funding details for [Project/Business Name] as discussed in our previous meetings.

To summarize, we are seeking a total funding amount of [Insert Amount] to support [briefly describe purpose, e.g., expansion, product development]. This funding will be utilized as follows:

- [Detail 1: e.g., 40% for marketing]
- [Detail 2: e.g., 30% for product development]
- [Detail 3: e.g., 30% for operational costs]

We project that this investment will result in [describe expected outcomes, e.g., increased revenue, market penetration] over the next [insert time frame]. We are committed to transparency and are prepared to provide any additional information you may require.

Thank you for your consideration. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]