

# Initial Funding Release Plan

[Your Name]

[Your Title]

[Your Organization]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

Dear [Recipient's Name],

We are pleased to inform you that we are ready to proceed with the initial release of funds for [Project Name]. Below is the outline of the funding release plan:

## Funding Release Schedule

- **Initial Release:** \$[Amount] on [Date]
- **Subsequent Release:** \$[Amount] on [Date]
- **Final Release:** \$[Amount] on [Date]

## Conditions for Funding Release

The following conditions must be met prior to each funding release:

- Completion of agreed-upon milestones.
- Submission of progress reports.
- Compliance with budget spending guidelines.

## Contact Information

If you have any questions or require further clarification, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

We look forward to your successful implementation of [Project Name].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Organization]