

Interim Funding Disbursement Reminder

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a friendly reminder regarding the interim funding disbursement related to [project or purpose]. As per our last communication, the disbursement was scheduled for [insert date].

Please ensure that all necessary documentation has been submitted for timely processing. If you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]