

Dear [Recipient's Name],

I hope this message finds you well. We would like to express our gratitude for your support and partnership throughout the funding process.

We are pleased to invite you to a post-funding assessment meeting scheduled for [Date] at [Time]. This meeting will provide an opportunity to discuss the outcomes of the funding, evaluate our progress, and identify areas for future improvement.

Meeting Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location/ Virtual Meeting Link]

Please confirm your attendance by [RSVP Deadline]. If you have any specific topics you would like to address during the meeting, feel free to share them with us in advance.

Thank you for your ongoing support. We look forward to our discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]