

Funding Requirement Clarification

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Organization]

[Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Job Title]

[Recipient's Organization]

[Address]

[City, State, Zip Code]

Subject: Clarification on Funding Requirements

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the funding requirements specified in [mention the relevant document or proposal name].

We would like to ensure that we fully understand the necessary funding details to proceed effectively. Specifically, we have questions related to:

- [Specify point 1]
- [Specify point 2]
- [Specify point 3]

Clarification on these points will greatly assist us in aligning our project expectations with the funding framework. If possible, could we schedule a meeting or call to discuss this further?

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

Best regards,

[Your Name]

[Your Job Title]

[Your Organization]