

Dear [Sponsor's Name],

I hope this message finds you well. I wanted to take a moment to address any questions or concerns you may have regarding our project, as well as to clarify expectations moving forward.

Firstly, please feel free to reach out if you have any queries about our current progress or the next steps in the process. We value your input and wish to ensure that you feel informed and engaged.

Additionally, I want to reiterate our commitment to maintaining open communication. We will provide regular updates every [insert frequency] so that you are always aware of developments.

Thank you for your continued support and partnership. Your insights are invaluable to us, and we look forward to achieving our goals together.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]