

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Fund Distribution Plan for [Project/Program Name]

I hope this letter finds you well. As we embark on the [Project/Program Name], I am writing to outline our proposed fund distribution plan to ensure effective allocation of resources.

1. **Project Overview**

- Brief description of the project or program.

2. **Total Funds Allocation**

- Total amount of funds available.
- Sources of funding.

3. **Distribution Categories**

- [Category 1]: Outline specific expenses and allocation (e.g., personnel, materials).
- [Category 2]: Outline specific expenses and allocation (e.g., training, outreach).
- [Category 3]: Outline specific expenses and allocation (e.g., administrative costs).

4. **Timeline for Distribution**

- Key dates and milestones for fund distribution.

5. **Monitoring and Reporting**

- Overview of how the fund distribution will be tracked and reported.

I believe this plan aligns with our project goals and ensures transparency in how funds are utilized. Please feel free to reach out if you have any questions or require further information.

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]