

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Request for Planned Capital Distribution

Dear [Recipient Name],

This letter serves as a formal request for a capital distribution from [Company/Entity Name] as per the established distribution schedule or partnership agreement.

The details of the requested distribution are as follows:

- **Distribution Amount:** \$[Amount]
- **Distribution Date:** [Date]
- **Type of Distribution:** [e.g., Dividend, Equity Withdrawal, Capital Return]
- **Reason for Request:** [e.g., Planned quarterly payout, Reinvestment, Shareholder agreement]

Please process this payment via [Payment Method: e.g., Wire Transfer/ACH/Check] using the account information currently on file. If updated banking details are required, please let me know immediately.

I would appreciate written confirmation once the distribution has been approved and initiated. If you require any additional documentation or have questions regarding this request, please contact me at [Phone Number] or [Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization Name]