

[Date]

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

Subject: Notice of Capital Shortfall and Request for Capital Call

Dear [Recipient Name],

This letter serves as formal notice that [Company/Fund Name] has identified a capital shortfall in the amount of \$[Amount].

In accordance with the terms outlined in the [Agreement Name, e.g., Limited Partnership Agreement] dated [Date], the management has determined that additional funding is required for the following purpose(s):

- [Reason 1, e.g., Operational expenses]
- [Reason 2, e.g., Debt service requirements]
- [Reason 3, e.g., New investment opportunity]

Based on your ownership interest of [Percentage]%, your required contribution amount is **\$(Amount)**.

Please remit the funds by [Due Date] via the following payment instructions:

Bank Name: [Bank Name]
Account Name: [Account Name]
Account Number: [Number]
Routing Number: [Number]

If you have any questions regarding this notice or the current financial status of the entity, please contact [Contact Person Name] at [Phone/Email].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]