

[Date]

[Recipient Name]

[Title]

[Department/Organization]

[Address]

Subject: Financial Feasibility Review - Proposed Branch Location: [Location Name/Address]

Dear [Recipient Name],

Thank you for submitting the financial feasibility study for the proposed branch location at [Insert Address/Location Name]. Our review committee has completed its assessment of the projected financial performance and market analysis.

Status: [Approved / Conditionally Approved / Declined]

Based on our review, we provide the following feedback regarding the proposal:

- **Capital Expenditure:** [Insert feedback regarding startup costs and construction budget]
- **Operational Projections:** [Insert feedback regarding revenue targets and break-even analysis]
- **Market Risk:** [Insert feedback regarding local competition and economic variables]
- **Required Adjustments:** [Insert specific changes needed, if any]

Next Steps:

[Insert specific instructions, such as: Proceed to lease signing / Submit revised budget by Date / Schedule a follow-up meeting]

If you have any questions regarding this review, please contact the Finance Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]