



## EMAIL WORDING FOR MILESTONES

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Congratulations on \_\_\_\_\_. As a result, I have a special request to ask of you. Our center is funded through various grants and programs. A large part of the funding picture is based on the results this center generates in creating businesses, jobs, sales increases, and capital investment. We report the summary of this activity annually to our funding partners. No individual information is shared, just the collective result.

If you could take 2 minutes to report your milestones as a result of the assistance you received from the SBDC by either responding to this email or filling out the attached report, I would appreciate it.

We show the following impact numbers for your venture.

- Business Start date of \_\_\_\_\_
- Jobs Created
- Sales
- Capital Infusion
- Owner's Equity

We have enjoyed working with you and continue to be here to support your business growth! Thank you and your reply is greatly appreciated.