

## ESCALATION EMAIL

<b>To</b>	Project Supervisor / Head of Department
<b>Subject:</b>	Unresolved Issues Affecting Fundraising Target for BIC

Dear Sir/Madam,

I hope this email finds you well. I am writing to formally escalate some key issues being faced in the project “**Commerce Contributes – Empowering Innovation for All,**” which aims to raise funds for the establishment of a Business Incubation Center (BIC).

Despite continuous efforts by the project team, several challenges remain unresolved. These include delays in sponsor confirmations, limited participation in fundraising stalls, and low engagement from external stakeholders. Due to these issues, the project is at risk of not achieving the targeted fundraising amount of **Rs. 100,000** within the planned timeline.

If these concerns are not addressed in a timely manner, the procurement of essential resources for the Business Incubation Center may be delayed. This could negatively impact the overall project outcomes and the department’s objective of promoting innovation and entrepreneurship.

We kindly request your guidance and support to help resolve these issues and ensure the project stays on track.

Thank you for your time and consideration.

Kind regards,  
Project Team Member  
Commerce Contributes – Empowering Innovation for All  
Department of Commerce