

[Your Organization's Letterhead]

[Date]

[Grant Provider's Name]

[Grant Provider's Address]

[City, State, Zip Code]

Dear [Grant Provider's Name or "Grant Review Committee"],

Subject: Request for Grant Funding

We are writing to express our interest in applying for a grant from [Grant Provider's Name] for our project, [Project Name]. Our organization, [Your Organization's Name], is dedicated to [briefly describe your organization's mission and goals related to the project]. The [Project Name] aims to [briefly outline the objectives of the project]. We believe that this initiative aligns with the mission of [Grant Provider's Name] and will make a significant impact on [target audience or community].

The total budget for this project is [total cost], of which we are requesting [amount requested] from your esteemed organization. We have already secured [mention any other funding sources or contributions] that will help support our efforts.

We appreciate your consideration of our application, and we are looking forward to the opportunity to discuss how our project can contribute to [related goals or purposes of the grant provider].

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]