

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a [specific request related to CGR, e.g., Community Grant Review, Change of General Request, etc.].

[Explain the purpose of your request and provide any relevant details that may help the recipient understand your situation or needs. Include any important dates, figures, or background information necessary for your request.]

I appreciate your attention to this matter and am hopeful for your support. Please let me know if you require any additional information or documentation.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]