

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my grant application for [Project/Program Name]. Enclosed, please find the completed application form along with all required supporting documents outlined in the grant guidelines.

The purpose of this grant is to [briefly explain the objectives of your project/program]. I believe that with this funding, we can make a significant impact in [mention the community or field].

Thank you for considering my application. I look forward to the possibility of working together on this important initiative.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]