

[Your Name]
[Your Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Grant Provider's Name]
[Grant Provider's Organization]
[Provider Address]
[City, State, Zip Code]

Dear [Grant Provider's Name],

I. Introduction

- A. Purpose of the letter
- B. Brief overview of your organization

II. Description of the Project

- A. Project title
- B. Objectives and goals
- C. Timeline

III. Need for Funding

- A. Explanation of why the project is necessary
- B. Target population or community impact

IV. Budget Overview

- A. Total funding requested
- B. Breakdown of budget categories

V. Conclusion

- A. Summary of the funding request
- B. Expression of gratitude for consideration
- C. Invitation for further discussion

Sincerely,

[Your Name]
[Your Position]
[Your Organization]