

[Your Organization's Letterhead]

[Date]

[Grantor's Name]

[Title]

[Granting Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Grantor's Name],

Subject: Grant Application for Federally Qualified Health Center (FQHC) Funding

We are writing to submit our application for the FQHC grant as outlined in your funding opportunity announcement. At [Your Organization Name], we are committed to providing comprehensive, accessible, and quality healthcare services to underserved populations in [Location/Community Name].

****Organization Background:****

[Provide a brief history of your organization, its mission, and the communities you serve.]

****Statement of Need:****

[Describe the specific health needs of the community and the gap your organization aims to fill. Include relevant data and statistics to support your claim.]

****Project Description:****

[Outline the specific services and programs you will provide if awarded the grant. Highlight any innovative approaches you plan to implement.]

****Goals and Objectives:****

[List the goals and measurable objectives you seek to achieve with the grant funding.]

****Budget Overview:****

[Provide a brief summary of the budget, including total funding requested and a breakdown of expenses.]

****Conclusion:****

We believe that with the support of [Granting Agency Name], we can significantly enhance our capacity to serve the health needs of our community. We appreciate your consideration of our application and look forward to the opportunity to partner with you in improving healthcare access and outcomes for those we serve.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Phone Number]

[Your Email Address]

[Attachments: Budget, Organizational Chart, etc.]