

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

Dear [Grant Committee Members/Specific Name if known],  
I am writing to apply for the [Name of the Grant] as it aligns perfectly with [briefly explain your project/initiative]. Our organization, [Your Organization Name], is committed to [describe mission or purpose]. We aim to [describe objectives and the target population/issue you are addressing]. The requested funding of [amount] will specifically be used for [detail how the funds will be used].

Key activities include:

1. [Activity 1]
2. [Activity 2]
3. [Activity 3]

The anticipated outcomes will include [describe expected results and impact].

We appreciate your consideration of our request and look forward to the possibility of partnering with [Grant Provider's Organization Name] to bring this project to fruition.

Thank you for your time and attention.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization Name]  
[Website, if applicable]  
[Attachments if any]