

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

[Recipient's Name]  
[Title/Department]  
[Gives Grant Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the [specific grant name] through [Gives Grant Organization Name]. Our organization, [Your Organization's Name], focuses on [brief description of your organization and its mission].

We are seeking funding to support [briefly describe the project or program you are seeking funding for, including its objectives and potential impact]. This project is important because [explain the significance and need for the project].

The total budget for this project is [total budget amount], and we are requesting [specific amount you are requesting from the grant] to support [detail what the funds will be specifically used for].

Enclosed with this letter, you will find [list any documents you are including, such as a project proposal, budget, timeline, etc.]. We believe that with the support of [Gives Grant Organization Name], we can [explain the outcomes or benefits expected from the project].

Thank you for considering our application. We are looking forward to the opportunity to collaborate with [Gives Grant Organization Name] and make a meaningful impact in our community.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization's Name]