

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

Dear [Grant Provider's Name],

Subject: Grant Application for [Project/Program Name]

I am writing to express our interest in applying for the [specific grant name] grant to support [briefly state the purpose of the grant].

1. **\*\*Background\*\***:

[Provide a brief overview of your organization and its mission.]

2. **\*\*Project Overview\*\***:

[Describe the project/program for which you are seeking funding, including objectives, target audience, and anticipated outcomes.]

3. **\*\*Need Statement\*\***:

[Explain the need for your project and how it aligns with the grant provider's goals.]

4. **\*\*Budget and Funding Request\*\***:

[Outline the total budget for the project and the specific amount you are requesting.]

5. **\*\*Conclusion\*\***:

[Reiterate your enthusiasm for the opportunity and express your readiness to provide further information.]

Thank you for considering our application. We look forward to the possibility of working together to achieve [mention the project's goals/impact].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]