

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for the GK Research Grant for [briefly describe your research project].

My research focuses on [provide a brief overview of your research topic, objectives, and significance]. The goal of this project is to [state the primary aim and how it contributes to the field].

I have a background in [mention your academic background or relevant experience] and have previously worked on [any related projects or research that adds credibility]. Through the support of the GK Research Grant, I aim to [describe what you will accomplish with the grant funding, including any specific activities, methodologies, or expected outcomes].

Enclosed with this letter are my detailed research proposal, budget outline, and any additional required documentation. I sincerely appreciate your consideration of my application and the opportunity to contribute to the advancement of knowledge in this area.

Thank you for your time. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position/Title (if applicable)]
[Your Institution/Organization (if applicable)]