

[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 Name],

I am writing to submit my application for the [specific grant name] to support [brief description of the project or initiative]. Our organization, [Your Organization Name], is dedicated to [mission statement or goals of the organization].

We aim to [explain the purpose of the project and its significance]. This initiative will [describe the anticipated impact and benefits of the project].

Funding from the [grant name] would allow us to [list specific uses for the grant funds], ultimately leading to [describe the expected outcome].

We have included [list any additional documentation such as budget, project timeline, and letters of support] to provide further details about our proposal.

Thank you for considering our application. We are excited about the potential for collaboration and look forward to the possibility of working together to [reiterate the goal or benefit of the project].

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]