

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

Dear [Grant Coordinator's Name],

I am writing to formally request funding for [Project Name], a project aimed at [brief description of the project's goals and objectives]. Our organization, [Your Organization's Name], has been actively engaged in [describe your organization's mission and past work related to the project] for [number of years] years, and we believe that this project aligns closely with the goals of the JTS Grant Program.

The purpose of our project is to [explain the specific purpose and significance of the project]. We aim to [describe the intended outcomes and impact of the project]. Our target audience includes [describe who will benefit from the project], and we anticipate serving approximately [number of individuals] individuals over the course of [project duration].

We are seeking a grant of [specific amount] to support the following activities:

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

Our team consists of [briefly introduce team members and their qualifications], and we are committed to ensuring the success of this project. We have also partnered with [name any collaborators or partners], which will enhance our capacity to deliver impactful results. We would be grateful for the opportunity to discuss our proposal in more detail and explore how the JTS Grant can help us bring this project to fruition. Thank you for considering our request.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization's Name]