

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

[Recipient's Name]  
[Grant Office/Organization Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Grant Request

I am writing to formally request a grant from [Organization Name] for  
[briefly describe purpose, e.g., community development project,  
educational program, etc.].

Objective:

[Clearly state the objectives of the project and how they align with the  
goals of the grant program.]

Project Overview:

[Provide a brief overview of the project, including target beneficiaries,  
timeline, and expected outcomes.]

Funding Request:

[Specify the amount of funding you are requesting and a brief  
justification for the budget.]

Impact:

[Describe the anticipated impact of the project on the community or  
target group, including potential long-term benefits.]

Conclusion:

Thank you for considering my application. I look forward to the  
opportunity to discuss this proposal further.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]