

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Granting Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a grant from [Granting Organization's Name] to support [briefly describe the project or initiative]. Our organization, [Your Organization's Name], is dedicated to [describe your mission], and we believe that this project aligns well with your organization's objectives.

The purpose of this grant is to [explain the specific aim of the funding]. We anticipate that our project will [describe the expected outcomes and benefits].

To provide a clear understanding of our needs, we are seeking a total of [amount requested] to cover [briefly summarize the expenses]. We have attached a detailed proposal that outlines our budget, project timeline, and expected impact.

We would be grateful for your consideration of our request and are eager to discuss how we can work together to achieve our goals. Thank you for considering our funding proposal.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]