

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Granting Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Grant Request for [Project Name]

We are writing to request financial support for our community project, [Project Name], which aims to [briefly describe the purpose and goals of the project]. Our organization, [Your Organization Name], has been actively involved in [brief description of your organization's mission and work] since [year].

The [Project Name] will [provide a concise summary of the project, including key activities and target population]. We believe that this project will have a significant impact on the community by [describe the expected outcomes and benefits].

We are seeking a grant of [specific amount] to cover [briefly outline the budget and how the funds will be used]. A detailed budget is attached for your review.

This project aligns with the mission of [Granting Organization Name] in [mention shared goals or values]. We are excited about the potential partnership and collaboration that this grant could foster.

Thank you for considering our request. We would be happy to provide any additional information you may need and hope to discuss our proposal further.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Phone Number]

[Your Email Address]

[Attachment: Budget and Project Details]