

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

[Recipient Name]
[Recipient Position]
[Granting Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position] at [your organization]. We are excited to apply for the [name of grant program] to support our project, [project name], which aims to [brief description of project goals and objectives].

****Program Overview:****

[Provide a brief overview of your organization, its mission, and the specific project for which you are seeking funding. Include any relevant statistics, background information, and the need for the project.]

****Objectives and Expected Outcomes:****

[Outline the specific objectives of the project and the measurable outcomes you expect to achieve. Explain how these outcomes align with the goals of the granting organization.]

****Budget:****

[Provide an overview of the total budget for the project, including how much funding you are requesting from the granting organization. Detail major expense categories and provide a brief justification for each.]

****Project Timeline:****

[Include a timeline for the project, highlighting key milestones, activities, and completion dates.]

****Impact and Sustainability:****

[Discuss the potential impact of the project on the community or target population. Explain how the project will be sustained after the funding period ends.]

****Conclusion:****

In conclusion, we believe that [granting organization name]'s investment in [project name] would greatly enhance our ability to [restate the project goals and benefits]. We would be grateful for the opportunity to collaborate with you on this important initiative. Thank you for considering our proposal. We look forward to the possibility of working together.

Sincerely,

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