

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Grant Provider's Name]
[Grant Provider's Title]
[Grant Provider's Organization]
[Grant Provider's Address]
[City, State, ZIP Code]

Dear [Grant Provider's Name],

I am writing to express my interest in applying for the [Name of Grant] to support [briefly describe your project or purpose].

[Paragraph 1: Briefly introduce your organization and its mission.

Explain how your project aligns with the goals of the grant provider.]

[Paragraph 2: Provide an overview of the project, including objectives, target audience, and expected outcomes. Highlight the need for the project and any relevant statistics or research.]

[Paragraph 3: Discuss how the funding will be used, including a brief budget overview and any matching funds or in-kind support that will be provided by your organization.]

[Paragraph 4: Mention your organization's credentials, past successes, and any partners involved in the project.]

Thank you for considering our application. I look forward to the opportunity to discuss this project further.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]