

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

[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the [specific grant name] to support our project, [Project Title], which aims to [briefly describe the purpose and goal of the project].

Our organization, [Your Organization's Name], has been dedicated to [describe your organization's mission and work relevant to the grant].

With the support of the [specific grant name], we hope to [outline what you hope to achieve with the grant funding].

The proposed project will [provide a brief overview of the project, including goals, methodology, and anticipated outcomes]. We believe that this project aligns with the objectives of [Granting Organization's Name] by [explain how your project supports the grantor's goals].

We are seeking a grant of [specific amount] to cover [list the key budget items, such as personnel, materials, etc.]. A detailed budget is included in our proposal.

Thank you for considering our proposal. We are excited about the opportunity to partner with [Granting Organization's Name] to make a significant impact in [briefly state the target community or issue].

Sincerely,

[Your Name]
[Your Position]
[Your Organization's Name]