

[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]  
[Provider's Address]  
[City, State, Zip Code]

Dear [Grant Provider's Name],  
Subject: Grant Application for [Project/Program Name]

#### I. Introduction

- Briefly introduce yourself and your organization.
- State the purpose of the letter and your request for funding.

#### II. Background

- Provide a brief overview of your organization's mission and history.
- Highlight relevant past projects or successes.

#### III. Project Description

- Describe the project for which you are seeking funding.
- Explain the goals, objectives, and target population.
- Outline the expected outcomes and impact.

#### IV. Need Statement

- Articulate the problem or need your project addresses.
- Use data or evidence to support the significance of this issue.

#### V. Budget Overview

- Present a summary of the budget, including total cost and funding request.
- Break down major expenses (e.g., materials, personnel, overhead).

#### VI. Sustainability Plan

- Describe how the project will continue after grant funding ends.
- Mention any partnerships or collaborations that will support sustainability.

#### VII. Conclusion

- Reiterate your gratitude for the opportunity to apply.
- Express enthusiasm about the potential for collaboration.

Thank you for your consideration. I look forward to your positive response.

Sincerely,

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