

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Granting Organization's Name]
[Granting Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

[Opening Paragraph: Introduce yourself and your organization. Briefly state the purpose of the letter and the specific grant for which you are applying.]

[Body Paragraph 1: Provide background information about your organization and its mission. Highlight relevant projects and achievements.]

[Body Paragraph 2: Explain the specific project or program for which you are requesting funding. Discuss the goals, methods, and expected impact.]

[Body Paragraph 3: Detail the funding amount requested and how the funds will be utilized. Include a budget summary if necessary.]

[Closing Paragraph: Reiterate your appreciation for the opportunity to apply. Invite the recipient to contact you for further information or clarification. Express hope for a positive outcome.]

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]