

[Your Organization's Letterhead]

[Date]

[Grant Provider's Name]

[Grant Provider's Title]

[Grant Provider's Organization]

[Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

Subject: Grant Application for [Project/Program Name]

#### I. Introduction

- Briefly introduce your organization and its mission.
- State the purpose of the letter (to request funding for a specific project).

#### II. Statement of Need

- Describe the specific problem or need your organization aims to address.
- Provide evidence and statistics to support your claims.

#### III. Project Description

- Outline the goals and objectives of the project.
- Describe the activities that will be implemented to achieve these goals.
- Highlight the expected outcomes and benefits.

#### IV. Budget Overview

- Present a summary of the budget, including total project costs and requested funding amount.

#### V. Organization's Qualifications

- Explain your organization's experience and capacity to successfully execute the project.
- Mention any previous successes or relevant partnerships.

#### VI. Conclusion

- Thank the grant provider for considering your application.
- Express your eagerness to discuss the proposal further.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Phone Number]

[Email Address]