

[Your Name]
[Your Title]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Grant Officer's Name]
[Federal Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Grant Officer's Name],

Subject: Grant Application for [Project Title]

I am writing to formally submit our grant application for [Project Title] under the [specific grant program name]. Our organization, [Your Organization], is dedicated to [briefly describe your organization]. The purpose of this grant request is to [state the purpose of the funding]. We believe that this project will [outline the impact and benefits of the project].

Enclosed with this letter, you will find the completed application form, budget, and any other necessary documents for your review. We are confident that our proposal aligns with the goals of [Federal Agency Name] and will contribute significantly to [explain the broader significance].

Thank you for considering our application. We appreciate your time and look forward to the opportunity to discuss this project further.

Sincerely,

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