

[Your Nonprofit Organization's Letterhead]

[Date]

[Grantor's Name]

[Grantor's Title]

[Grantor's Organization]

[Grantor's Address]

[City, State, ZIP Code]

Dear [Grantor's Name],

I am writing to express our interest in applying for the [Name of Grant] to support [brief description of your project or program].

[Introduce your organization: mission statement, background, and expertise.]

Our project, [Project Name], aims to [describe the project's goals and objectives]. We believe that this initiative will [explain the anticipated impact and the population you intend to serve].

We are seeking a grant of [specific amount] to [break down how the funds will be used]. This funding will enable us to [elaborate on specific activities, resources, or services provided].

[Include any relevant supporting data, success stories, or partnerships that strengthen your case.]

Thank you for considering our request. We are excited about the possibility of partnering with [Grantor's Organization] to bring about positive change in our community. Please find enclosed our detailed proposal and budget.

Sincerely,

[Your Name]

[Your Title]

[Your Nonprofit Organization]

[Your Phone Number]

[Your Email Address]

[Website URL] (if applicable)