

[Your Organization's Letterhead]

[Date]

[Grant Provider's Name]

[Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Grant Provider's Name or Review Committee],

Subject: Grant Application for [Project Title]

We are writing to express our interest in applying for the [specific grant name] grant to support our project, [Project Title]. Our organization, [Your Organization's Name], is dedicated to [brief description of your organization's mission and vision].

Overview of the Project:

[Briefly describe the project, its objectives, and its significance. Mention how it aligns with the funder's goals.]

Project Duration:

[Indicate the timeline of the project, including start and end dates.]

Budget Overview:

[Provide a summary of the budget, including the total amount requested, major expenditures, and how the funds will be utilized.]

Target Audience:

[Describe who will benefit from the project and how.]

Outcomes and Evaluation:

[Explain the expected outcomes and how the project's success will be measured.]

We believe that our project aligns perfectly with [Grant Provider's Organization's] mission to [reference the grant provider's goals or objectives]. We would be grateful for the opportunity to further discuss how our proposal can contribute to [specific outcomes related to the funder's vision].

Thank you for considering our application. We look forward to the possibility of working together to achieve [shared goals or objectives].

Sincerely,

[Your Full Name]

[Your Title]

[Your Organization's Name]

[Phone Number]

[Email Address]

[Website, if applicable]

Enclosure: [List any attached documents, e.g., project proposal, budget, etc.]