

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Grantee Name]
[Grantee Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Grantee Name],

I am writing to request a grant of [specific amount] to support [briefly describe your project or cause]. This initiative aims to [outline the objectives and goals of the project].

We believe that with your support, we can achieve [mention the impact or change you hope to create]. The funding will be allocated towards [briefly describe how the funds will be used].

Thank you for considering our request. We are eager to collaborate and make a difference in [specific area or community].

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization, if applicable]