

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

Dear [Grant Provider's Name],

Subject: Grant Request for [Project/Program Name]

I am writing to formally request funding for [briefly describe the project/program and its purpose].

1. ****Introduction****

- Provide background on your organization and its mission.
- State the purpose of the grant request.

2. ****Project Description****

- Describe the project/program in detail, including objectives, target population, and expected outcomes.
- Explain the importance and impact of the project/program.

3. ****Need Statement****

- Articulate the problem or need your project addresses.
- Provide relevant data or anecdotes to support your claim.

4. ****Budget Overview****

- Present a brief summary of the budget, including total cost and amount requested.
- Outline how the funds will be allocated.

5. ****Sustainability Plan****

- Describe how the project/program will continue after the grant period.

6. ****Conclusion****

- Reiterate the importance of the project/program and the impact of the grant funding.
- Thank the grant provider for considering your request.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]