

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

[Recipient's Name]  
[Recipient's Title]  
[Organization/Grant Provider Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the [specific grant name] offered by [Organization/Grant Provider Name]. My project, titled "[Project Title]," aims to [briefly describe the purpose and goals of the project].

With [brief background on your organization or yourself], I believe this project aligns with [mention the grant provider's goals or mission]. The funding will be utilized to [brief description of how the funds will be spent], ultimately [describe the expected impact or outcome].

I am excited about the possibility of collaborating with [Organization/Grant Provider Name] and contributing to [mention the relevant field or community]. Please find attached my proposal for your review.

Thank you for considering my application. I look forward to the opportunity to discuss this project further.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization Name] (if applicable)