

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

I am writing to express our interest in applying for the [Grant Name] offered by [Grant Provider's Organization]. [Your Organization] is dedicated to [briefly describe your organization's mission and the specific program or project for which you are seeking funding].

We are seeking a grant of [amount] to support [specific purpose of the grant, e.g., "our community outreach program aimed at..."]. This funding will enable us to [describe how the funds will be used and the impact it will have].

[Provide a brief overview of your organization, its history, major accomplishments, and why this project is important.]

We believe that this project aligns with the goals of [Grant Provider's Organization] and addresses [specific needs or challenges that the grant will help resolve]. Our commitment to [describe relevant outcomes or benefits] makes us a strong candidate for this grant.

Enclosed with this letter, you will find our detailed proposal, which includes [mention any attached documents, such as budget, timeline, project description, etc.]. We would be more than happy to provide any further information or answer any questions you may have.

Thank you for considering our proposal. We look forward to the opportunity to partner with [Grant Provider's Organization] for the betterment of our community.

Sincerely,

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