

[Your Name]
[Your Title]
[Your Organization]
[Your Organization's Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Granting Organization's Name]
[Granting Organization's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent grant application submitted on [submission date] for [project title or description].

We appreciate the opportunity to apply for funding through [Granting Organization's Name] and are eager to know about the status of our application. We believe that our proposed project will significantly contribute to [briefly describe the project's impact or goals].

If there are any additional materials or information you require to assist in the review process, please do not hesitate to reach out. Thank you for considering our application.

Looking forward to hearing from you soon.

Best regards,

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