

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

Dear [Grant Provider's Name],

I hope this letter finds you well. I am writing on behalf of [Nonprofit Organization Name] to express our interest in applying for [specific grant or funding opportunity] and to share how our mission aligns with your commitment to [mention the mission or goals of the grant provider]. At [Nonprofit Organization Name], we are dedicated to [briefly describe your organization's mission and the specific community need you address]. Over the past [number of years], we have successfully [mention any relevant accomplishments, statistics, or stories that illustrate your impact].

We are seeking [specific amount] to fund [briefly describe the project or program for which the funds are being requested]. This program will [explain the goals of the project, who it will benefit, and how it aligns with the grant provider's objectives].

Your support would enable us to [mention specific outcomes that will result from the funding, such as increased capacity, more beneficiaries, improved services, etc.]. Together, we can [highlight the potential impact of the collaboration].

Thank you for considering our request. We would be honored to partner with [Grant Provider's Organization] in bettering our community. I am available for a conversation at your earliest convenience to discuss how we can work together to achieve these goals.

Warm regards,

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