

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

Dear [Grant Committee Name or Specific Contact Person],
I hope this letter finds you well. I am writing to formally apply for the
[specific name of the grant] for our community project, [Project Name].
[Briefly describe your organization and its mission.]
The purpose of our project is to [briefly describe the project, including
its goals and the community needs it addresses]. We believe that this
initiative will greatly benefit the community by [explain the expected
outcomes and benefits].

We are requesting a grant of [specific amount] to support [mention
specific expenses or resources needed for the project].

Thank you for considering our application. We look forward to the
possibility of partnering with [Organization Name] to make a positive
impact in our community.

Sincerely,

[Your Name]
[Your Title/Position]
[Organization Name]