

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Grant Administrator's Name]
[Grant Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Dear [Grant Administrator's Name],

Subject: Renewal Application for PBJ Grant

I hope this letter finds you well. I am writing to formally request the renewal of our PBJ Grant for the upcoming funding period.

[Insert a brief overview of your previous project, its achievements, and its impact on the community. Mention any partnerships formed, milestones achieved, and data or statistics that highlight success.]

As we look forward to the next phase of our project, we plan to [briefly outline any new objectives, activities, or expansions planned for the renewed funding period].

We believe that with continued support from the PBJ Grant, we can further strengthen our efforts and achieve [explain the intended outcomes and benefits of the project moving forward].

Thank you for considering our request for renewal. We are eager to continue our partnership and remain committed to the goals of the PBJ Grant program. Please feel free to contact me at [your phone number] or [your email] if you require any additional information.

Sincerely,

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