

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

[Recipient's Name]
[Recipient's Title]
[Granting Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to apply for the [Grant Name] offered by [Granting Agency/Organization Name] and to seek your support as I pursue this opportunity.

[Briefly introduce your organization and its mission. Outline why this grant is important for your work.]

The purpose of the grant is to [explain the goal of the grant and how it aligns with your organization's objectives]. We believe that [Discuss the impact this grant could have on your community or target audience].

[Provide a summary of your proposed project or program, including its objectives, intended outcomes, and the methods you will use to achieve them.]

[If applicable, mention any previous funding you have received and its outcomes that relate to the current proposal.]

I appreciate your consideration of my application and support for our mission. Please feel free to contact me at [phone number] or [email address] should you have any questions or require additional information. Thank you for your time and attention.

Sincerely,

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