

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

Dear [Recipient Name],

I am writing to formally request a grant from [Granting Organization] to support [brief description of your project or initiative]. This project aims to [detail the objectives and goals of the project].

[Provide a brief background on your organization, highlighting past achievements and relevant experience related to the project.]

The funds provided will be utilized for [outline the specific purposes for which the grant will be used, including budget estimates if applicable]. We believe that with your support, we can [describe the anticipated outcomes and impact of the project].

Thank you for considering our request. We would be grateful for the opportunity to discuss this proposal further and explore potential collaboration to achieve [mention any mutual goals].

Sincerely,

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