

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

Dear [Grantee's Name],

I hope this message finds you well. I am writing to follow up on our recent grant proposal submitted on [Submission Date] for [Project Title]. We are very enthusiastic about the potential of our project and the positive impact it can have on [target population/issue].

As we await your decision, please feel free to reach out if you require any further information or clarification regarding our proposal. We are happy to provide additional details or answer any questions you might have.

Thank you for considering our request. We truly appreciate the opportunity to partner with [Granting Organization] and look forward to your response.

Warm regards,

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