

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

Dear [Grant Committee's Name or "Grant Committee Members"],
I am writing to apply for the [Name of Grant] to support [briefly describe the purpose of your project or initiative]. This project aims to [explain the goals and objectives of your project] and aligns with the mission of [Granting Organization's Name].

Our organization, [Your Organization's Name], has a proven track record of [briefly explain your organization's background, experience, and relevant achievements]. With the support of the [Name of Grant], we intend to [explain how the grant will help you achieve your goals]. The funding will be allocated towards [describe how the funds will be used, such as materials, personnel, outreach, etc.]. We anticipate that this project will impact [briefly explain the target audience and expected outcomes].

We respectfully request a grant of [specific amount] to help us bring this project to fruition. Thank you for considering our application. We are excited about the possibility of working together to [briefly restate the purpose and significance of the project].

Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization's Name]
[Organization's Website, if applicable]