

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

Dear [Recipient's Name],

Subject: Grant Application for [Project Title]

I am writing to submit our grant application for [Project Title], which aims to [briefly describe the purpose and goals of the project]. Our organization, [Your Organization], is committed to [describe mission or objectives related to the project].

[Provide a brief overview of the project, including the problem it addresses, target population, and expected outcomes.]

We are seeking a grant of [amount] to support [describe specific activities, resources, or personnel required for the project]. This funding will allow us to [explain how the funding will impact the project and its beneficiaries].

Please find attached our detailed grant proposal, including our budget, timeline, and supporting documents. We appreciate your consideration of our application and look forward to the opportunity to discuss our project further.

Thank you for your time and support.

Sincerely,

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