

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your grant application titled "[Grant Title]" has been approved for funding. After careful review, we are excited to support your project, which aligns with our mission to [insert mission or objective of your organization].

**\*\*Grant Amount:\*\*** [Insert Amount]

**\*\*Grant Period:\*\*** [Insert Start Date] to [Insert End Date]

Please find attached the grant agreement outlining the terms and conditions of this award. We kindly ask you to review and sign the agreement and return it to us by [deadline for submission].

Should you have any questions or require further information, please do not hesitate to reach out at [Your Contact Information]. We look forward to your project's success and the positive impact it will have within the community.

Congratulations and thank you for your commitment to [cause/field].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Attachment: Grant Agreement]