

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Grant Officer's Name]
[YVC Grant Program Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Grant Officer's Name],

I am writing to express my intent to apply for the YVC Grant for [specific project or initiative name]. Our organization, [Your Organization's Name], is dedicated to [briefly describe your organization's mission and focus].

We are seeking funding to [briefly describe the purpose of the grant and what you aim to achieve]. Our project aligns with the goals of the YVC Grant program by [mention how your project aligns with the grant objectives].

We anticipate applying for a total of [specific amount] to support [briefly outline the budget components]. Through this funding, we aim to [describe the expected outcomes and impact of the project].

We believe that our project will contribute significantly to [describe the broader community or field impact]. We are excited about the opportunity to collaborate with YVC and look forward to the possibility of working together to [state your project's vision or goal].

Thank you for considering our intent to apply. We appreciate the support that the YVC Grant Program provides to organizations like ours.

Sincerely,

[Your Name]
[Your Title]
[Your Organization's Name]