

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for the [specific grant name] grant offered by [organization name] to support [brief description of your project or initiative].

[Explain the need or problem your project addresses and why it is important.]

The objectives of this project are [list specific objectives]. We plan to achieve these through [brief description of your methodology].

[Outline your budget and how the grant funds will be utilized, including a brief summary of additional funding sources if applicable.]

I have attached [list any supporting documents such as project timelines, letters of support, and resumes of key team members].

Thank you for considering my application. I look forward to the possibility of partnering with [organization name] to make a meaningful impact in [your field or community].

Sincerely,

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