

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

[Grant Officer's Name]
[Organization/Grant Provider's Name]
[Organization Address]
[City, State, Zip Code]

Dear [Grant Officer's Name],

Subject: Application for Zhongshan Grant

I am writing to submit my application for the Zhongshan Grant to support [briefly describe your project or purpose for the grant].

[Paragraph 1: Introduction of yourself and your organization, including mission and relevant background information.]

[Paragraph 2: Detailed explanation of the project or purpose, including objectives, significance, and impact. Describe how it aligns with the goals of the Zhongshan Grant.]

[Paragraph 3: Outline the budget and how the funds will be allocated. Mention any other funding sources if applicable.]

[Paragraph 4: Conclusion, expressing your gratitude for considering your application and your hope to contribute positively through the grant.]

Thank you for your time and consideration. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization]