

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

Dear [Recipient's Name],

Subject: Grant Application for [Project Title]

I am writing to express our interest in applying for the [specific grant name] to support our project, [Project Title]. Our organization, [Your Organization], has been dedicated to [briefly describe your mission or primary activities] for [number] years, and we believe that our project aligns well with the values and goals of [Granting Organization].

[Briefly describe your project, including its objectives, target population, and the problem it addresses. Include any significant statistics or supporting information that highlights the need for your project.]

We are seeking [amount of funding] to implement this project over a period of [duration]. The funds will be allocated toward [budget breakdown: personnel, materials, outreach, etc.]. [Mention any partnerships or support from other organizations, if applicable.]

We envision that by [explain the expected outcomes and impact of the project], we will contribute significantly to [describe higher-level goals or contributions to the community/field].

Thank you for considering our application. We are excited about the possibility of collaborating with [Granting Organization] to make a difference in [specific area/community]. Please find our detailed proposal attached for your review.

Sincerely,

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