Follow-Up on Grant Application

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Foundation Name]

[Foundation Address]

[City, State, Zip Code]

Dear [Foundation Contact Name],

I hope this message finds you well. I am writing to follow up on our recent grant application submitted on [Submission Date] for the [Project Name] project. We are eager to learn about any updates regarding our application status.

Our project aims to [Briefly Describe Project Goals], and we believe it aligns well with [Foundation Name]'s mission to [Foundation's Mission]. We are committed to making a positive impact and would be grateful for any feedback or updates you may provide.

Thank you for considering our application. We appreciate your time and attention and look forward to your response.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]