

Inquiry for Foundation Grant Opportunities

[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 inquire about potential grant opportunities offered by [Foundation Name] that align with our mission at [Your Organization]. We are dedicated to [briefly describe your organization's mission and programs].

As we plan our initiatives for the upcoming year, we are actively seeking funding sources to support [specific project or program]. We believe that [Foundation Name] shares our commitment to [common goals or values].

Could you please provide information regarding any current or upcoming grant opportunities that our organization may be eligible for? Additionally, we would appreciate any guidelines or deadlines that we should be aware of.

Thank you for your time and consideration. We look forward to the possibility of collaborating with [Foundation Name] to further our mutual goals.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]