

Grant Request Introduction

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Organization] to seek funding for [specific project or program]. Our organization is dedicated to [briefly describe the mission of your organization], and we are looking to expand our services to better meet the needs of [target population or community].

Your support in the form of a grant of [specific amount] would enable us to [briefly describe what the grant will help achieve]. We believe that together we can make a significant impact in [describe the problem or opportunity being addressed].

Thank you for considering our request. We are looking forward to the opportunity to collaborate with you in making a difference.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]