

Grant Request for [Project Name]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Grant Provider's Name]

[Grant Provider's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

We are writing to request funding for our project, [Project Name], which aims to [brief description of the project's goals and objectives]. Our organization, [Your Organization's Name], is dedicated to [brief mention of your organization's mission and previous work].

The funding of [specific amount] will be utilized for [brief breakdown of how funds will be used, e.g., staffing, materials, outreach]. This project will benefit [describe the target population and expected impact].

We believe that your support can significantly contribute to achieving our goals and creating a positive change in the community. We have attached a detailed proposal that outlines our project plans, budget, and outcomes.

Thank you for considering our request. We would be honored to partner with [Grant Provider's Organization] to make a difference through [Project Name]. We are looking forward to the opportunity to discuss our proposal further.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]