

Letter of Introduction for Grant Funding Request

Date: [Insert Date]

To: [Grant Agency Name]

Address: [Grant Agency Address]

Dear [Recipient's Name],

My name is [Your Name], and I am the [Your Title] at [Your Organization]. We are dedicated to [briefly describe your organization's mission and primary activities]. We are seeking funding through [specific grant program] to support [briefly describe the project or program for which you seek funding].

Our project aims to [provide an overview of the project's goals, target audience, and expected outcomes]. We believe that with your support, we can make a significant impact on [specific issue or community need].

We would appreciate the opportunity to discuss this proposal further and explore how we can align our goals with the mission of [Grant Agency Name]. Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]