

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Grant Committee
Organization Name
Organization Address
City, State, Zip Code

Dear Grant Committee Members,

I hope this message finds you well. I am writing to follow up on my recent grant application submitted on [Submission Date] for the [Project Name or Program]. I wanted to express my gratitude for the opportunity to apply and to share how the funding would significantly enhance our efforts in [briefly describe the project or initiative].

As we strive to make an impact in [specific field or community], I am eager to know if there have been any updates regarding the status of our application. Your support would make a tremendous difference, and we are excited about the potential to collaborate with [Organization Name].

Thank you once again for considering our application. I look forward to hearing from you soon.

Sincerely,
Your Name