

Request for Professional Growth Grant

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a professional growth grant to support my ongoing professional development as a [Your Job Title] at [Your Organization].

I am committed to enhancing my skills and knowledge in [specific area or field], and I believe that this grant will significantly aid in furthering my professional capabilities. I plan to use the funds to [describe the purpose, e.g., attend a conference, take a course, etc.].

The total cost for the proposed activity is [amount], and I would greatly appreciate any support you could provide.

Thank you for considering my request. I look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]