

[Your Organization's Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Grant Provider's Name]

[Grant Provider's Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Your Organization's Name]. We are dedicated to [briefly describe your organization's mission and goals].

We are reaching out to explore potential partnership opportunities with [Grant Provider's Name] regarding your grant funding initiatives. We believe that our ongoing project, [Project Name], aligns closely with your mission of [mention relevant objectives of the grant provider].

[Briefly describe the project, its goals, and the population it serves. Mention the specific funding request and how the funds will be utilized.]

We would greatly appreciate the opportunity to discuss this further and explore how we can collaborate to achieve our common goals. I am available for a call or meeting at your convenience.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]