

Grant Application Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

[Grant Provider's Name]

[Grant Provider's Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

I am writing to request a grant for our upcoming capital campaign to support [briefly describe the purpose of the campaign, e.g., expanding facilities, funding new programs, etc.]. Our organization, [Charity Name], has been dedicated to [describe the mission of your charity] for [number of years].

This campaign aims to raise [amount of money you wish to raise] to [detail how the funds will be used]. With your generous support, we would be able to [explain the impact the funding will have].

We believe that [Grant Provider's Organization] shares our vision of [describe shared values or goals]. Enclosed are the specifics of our campaign, including our budget, timeline, and the impact we expect to achieve. We sincerely hope you will consider our request for a grant of [specific amount].

Thank you for considering our proposal. We are looking forward to the possibility of partnering with you to make a significant impact in [community/area served]. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[Phone Number]

[Email Address]