

# Charity Grant Progress Update

Date: [Insert Date]

To: [Grantor's Name]

From: [Your Charity's Name]

Dear [Grantor's Name],

We are writing to provide you with an update on the progress of the project funded by your generous grant of [insert grant amount]. We are grateful for your support and want to keep you informed on how your contribution is making a difference.

## **Project Overview:**

[Brief description of the project and its objectives.]

## **Progress to Date:**

- [Describe key achievements and milestones reached thus far.]
- [Mention any challenges faced and how they were addressed.]
- [Highlight any partnerships or collaborations formed.]

## **Next Steps:**

[Outline the upcoming phases of the project and expected outcomes.]

Thank you once again for your support and belief in our mission. We look forward to keeping you updated on our progress and the impact of your contribution.

Sincerely,

[Your Name]

[Your Title]

[Your Charity's Name]

[Your Contact Information]