

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip]

[Email Address]

[Phone Number]

Dear [Grant Reviewer's Name],

I hope this message finds you well. I am writing to follow up on the grant proposal we submitted on [Submission Date] for [Project Name or Description]. We are eager to know the status of our application and if there are any updates regarding the decision timeline.

We remain enthusiastic about the opportunity to collaborate with [Granting Organization Name] and believe that our project will make a significant impact in [Brief Overview of Project Impact]. If there is any additional information or support you may need from our side, please do not hesitate to reach out.

Thank you for considering our proposal. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]