

Grant Application Intent Letter

Date: [Insert Date]

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Granting Organization Name]
[Organization's Address Line 1]
[Organization's Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to apply for the [grant name] that is offered by [granting organization]. I am currently a [your position] at [your institution] with a focus on [briefly describe your research focus].

The aim of my proposed project, titled "[Project Title]," is to [provide a brief overview of the research objectives]. My research addresses [mention the significance or impact of your project], and I believe it aligns with the goals of [granting organization].

I intend to submit a full proposal by the deadline of [insert submission date]. Thank you for considering my intent to apply for this funding opportunity.

Sincerely,

[Your Name]
[Your Position]