

Grant Proposal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Charitable Trust Name]

[Trust Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a grant of [specific amount] from [Charitable Trust Name] to support our project [Project Name]. Our organization, [Your Organization], is dedicated to [briefly describe your mission and programs].

The purpose of this grant is to [clearly explain the purpose of the funds and how they will be utilized]. With the support from [Charitable Trust Name], we will be able to [describe the anticipated impact of the project].

Attached, you will find our detailed proposal, including [mention any enclosed documents such as budget, timeline, etc.]. We believe that together we can [describe the broader impact or vision].

Thank you for considering our request. I look forward to the opportunity to discuss this grant proposal with you further.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]