

Affirmation of Awarded Grant Funds

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your application for the [Title of Grant] has been approved. A total amount of [insert amount] has been awarded to [Organization Name]. This funding is designated for [briefly describe the purpose of the grant].

Please review the enclosed terms and conditions associated with the grant. Once you confirm acceptance, funds will be disbursed in accordance with the outlined schedule.

Thank you for your commitment to [impact the project will have]. We look forward to collaborating with you on this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]