

Grant Offer Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

We are pleased to inform you that [Your Organization Name] would like to offer a grant of [grant amount] to support your upcoming capital campaign for [specific project or initiative]. We believe that this project aligns with our mission to [briefly describe your organization's mission and values].

This grant is intended to assist you in [description of specific goals or outcomes of the grant]. We are confident that with these resources, your organization will make a significant impact on the community.

Please find the enclosed documents detailing the grant conditions and reporting requirements. We kindly ask that you review them and provide us with confirmation of your acceptance of this offer by [acceptance deadline].

We look forward to partnering with you and witnessing the positive change that your project will bring.

Thank you for your commitment to [specific field or cause]. Should you have any questions regarding this offer, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Address]