

Charity Grant Acceptance Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your application for the [Name of Grant] has been approved. After careful consideration, our selection committee has concluded that your project aligns perfectly with our mission to support [briefly state the mission or goal of the charity].

Your project, "[Project Title]," will receive a grant of [amount] which aims to [briefly explain the purpose of the grant]. We believe that your initiative will significantly contribute to [mention the expected impact].

We request that you provide us with a detailed plan on how you intend to use the funds, including a timeline and any additional documentation required, by [insert deadline]. Should you have any questions, please feel free to contact us at [insert contact information].

Congratulations on your accomplishment, and thank you for your commitment to making a difference within our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]