

Follow-Up on Matching Grant Application

Date: [Insert date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Grant Provider's Name],

I hope this message finds you well. I am writing to follow up on our recent application for the matching grant submitted on [insert submission date]. We are excited about the opportunity to partner with [Grant Provider Organization] in furthering our mission to [briefly describe your organization's mission or project].

We believe that our project aligns with your goals of [mention any relevant goals or interests of the funding organization] and have continued to develop our plans in anticipation of your feedback.

Should you have any questions or require additional information, please do not hesitate to reach out. We appreciate your consideration and look forward to the possibility of working together.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]