

Request for Matching Grant Details

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Grant Provider's Name]

[Grant Provider's Title]

[Grant Provider's Organization]

[Provider's Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

I hope this letter finds you well. I am writing to request additional details regarding the matching grant program offered by [Grant Provider's Organization]. Our organization, [Your Organization], is dedicated to [briefly describe your mission and objectives].

We are particularly interested in understanding the eligibility criteria, application process, and deadlines associated with the matching grant. This information would be invaluable as we prepare to apply and ensure our project aligns with your goals.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]