

Grant Application Cover Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit a grant application for our community development project, [Project Name], which aims to [briefly state the purpose and goals of the project]. Our organization, [Your Organization's Name], has been actively involved in the community for [number] years, and we are dedicated to fostering sustainable growth and development.

The funding we seek, totaling [amount], will be utilized for [briefly outline how the funds will be used]. This project is designed to [explain the expected impact on the community]. We believe that with your support, we can make a significant difference in the lives of [target population].

Thank you for considering our application. We look forward to the opportunity to collaborate with [Organization's Name] and contribute to [specific community or goal]. Please feel free to contact me at [your phone number] or [your email] if you need any further information.

Sincerely,

[Your Name]
[Your Title]
[Your Organization's Name]