

Grant Application Cover Letter

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Granting Organization Name]

[Granting Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

On behalf of [Your Organization], I am writing to formally submit our grant application for [Project/Program Name]. We are seeking funding in the amount of [requested amount] to support [brief description of the project or program].

At [Your Organization], we are dedicated to [brief mission statement or goal]. This funding will enable us to [explain how the funding will benefit your organization or community].

Enclosed with this letter, you will find our application, budget proposal, and additional materials that provide a comprehensive overview of our project. We are grateful for the opportunity to apply for this grant and appreciate your consideration.

Thank you for your commitment to supporting nonprofit organizations. We look forward to the possibility of partnering with [Granting Organization Name] to make a meaningful impact in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]