

Grant Confirmation Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your application for the [Project Name] grant has been approved. The grant amount of [Insert Amount] will be allocated for the implementation of your project.

This confirmation is subject to the following terms and conditions:

- Project implementation must commence by [Start Date] and complete by [End Date].
- All expenses must comply with our funding guidelines.
- Progress reports are to be submitted quarterly.

Please confirm your acceptance of this grant by signing and returning a copy of this letter by [Due Date].

We look forward to your successful project implementation and are excited to see the impact it will have in [Community/Field].

Thank you for your dedication and efforts.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]