

[Your Agency Name]

[Your Agency Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge the receipt of your funding request submitted on [date of submission]. We sincerely appreciate your interest in supporting [brief description of your agency's purpose or project].

We understand the importance of the resources you are requesting and will review your application thoroughly. Our funding committee will evaluate your proposal based on the criteria outlined in our funding guidelines. We will notify you of our decision by [expected decision date].

Thank you once again for considering us as a potential partner in your mission. If you have any questions in the meantime, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]