

# Grant Application Letter

Date: [Insert Date]

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

[Recipient Name]  
[Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit an application for the [Name of Grant] which aims to [briefly describe purpose of the grant]. Our organization, [Your Organization Name], has a history of [briefly describe your organization's mission and relevant experience].

We are seeking a grant of [amount requested] to support [specific project or initiative]. This funding will allow us to [describe how you plan to use the grant funds and the expected impact].

Enclosed are our project proposal, budget, and any additional required documentation. We believe this project aligns closely with the goals of [Granting Agency's Name] and will significantly benefit [target beneficiaries or community].

Thank you for considering our application. We look forward to the opportunity to discuss our project further.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]