

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the grant proposal we submitted on [Submission Date] titled "[Proposal Title]." We are eager to hear your feedback and the status of our application.

Understanding the demands on your time, we appreciate any updates you can provide regarding our proposal. Our team is enthusiastic about the potential collaboration and the impact we can achieve together with the funding.

Thank you for considering our proposal. We look forward to your response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Organization]