

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the status of my research grant application submitted on [Submission Date] for the project titled "[Project Title]." I understand that the review process may take some time, but I wanted to check in as I am eager to discuss the potential of this project further.

If there is any additional information or documentation I can provide to assist in the review process, please let me know. I greatly appreciate your time and consideration of my application.

Thank you for your attention, and I look forward to your response.

Sincerely,

[Your Name]