

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Grant Provider's Name]

[Grant Provider's Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

I hope this message finds you well. I am writing to follow up on my grant application submitted on [submission date] for [brief description of project/program]. As we are eager to begin our work, I wanted to inquire about the status of our application.

We believe our project aligns closely with [Grant Provider's goals or mission] and have made significant preparations to mobilize our resources upon receiving approval.

Thank you for considering our application. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization Name]