

# Letter Sample for Grant Application Response Follow-Up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 my grant application submitted on [Insert Submission Date] for [Project/Program Name]. I understand that the review process takes time and I appreciate your efforts in evaluating the proposals.

As we are finalizing our project plans, I would like to inquire if there have been any updates regarding the status of my application. The support from [Organization Name] would greatly assist us in achieving [briefly describe project goals].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Organization]