

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Granting Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my grant application submitted on [Insert Submission Date] for [Insert Grant Title/Program Name]. As we are eager to move forward with our project, any updates you could provide regarding the review process would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position/Title] (if applicable)

[Your Organization Name] (if applicable)