

Inquiry Regarding Grant Application Timeline

Dear [Grant Administrator's Name],

I hope this message finds you well. I am writing to inquire about the timeline for the [Name of Grant] application process. Given the importance of planning and coordination for our project, understanding the key dates and deadlines would be greatly appreciated.

Specifically, I would like to know:

- The application submission deadline
- The expected timeline for review and decision-making
- Any important milestones or notifications that I should be aware of

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]