

Grant Funding Application Check-in

Date: [Insert Date]

To: [Grant Provider Name]

From: [Your Name]

[Your Organization]

Dear [Grant Provider Name],

I hope this message finds you well. I am writing to provide a check-in regarding the grant funding application submitted on [submission date] for [project title]. We appreciate the opportunity to apply for this funding and are eager to share updates on our progress.

Since the submission, we have [briefly outline any relevant developments or changes regarding the project]. We believe these updates align with our original proposal and demonstrate our commitment to the project's objectives.

If there are any additional documents or information needed from our side, please do not hesitate to reach out. We are looking forward to your feedback and are hopeful for a positive response.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]