

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Funding Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the progress of our grant proposal submitted on [Submission Date] titled "[Proposal Title]." We are very enthusiastic about the project and are eager to learn about any updates or decisions regarding its status.

If there are any additional materials or information you require from us to assist in the evaluation, please do not hesitate to let me know. We appreciate the important work your organization does in supporting projects like ours.

Thank you for your attention to our proposal. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]