

Grant Proposal Status Check

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Agency Name]

[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 our grant proposal submitted on [submission date] for [project title]. We are keen to understand the current stage of the review process and any potential timeline for decision-making.

We are eager to move forward with our project, and any updates you can provide would be greatly appreciated. Thank you for your attention to this matter.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]