

Grant Status Inquiry

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date:

Grant Coordinator's Name
Granting Organization's Name
Organization's Address
City, State, Zip Code

Dear [Grant Coordinator's Name],

I hope this message finds you well. I am writing to inquire about the status of my grant application submitted on [submission date] for [grant name or project title]. I understand that the review process can take some time, and I appreciate the effort involved in evaluating each application.

If you could provide me with an update on the status of my application, I would greatly appreciate it. Please let me know if there are any further materials or information you require from my side.

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

Sincerely,

[Your Name]