

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

[Recipient Name]  
[Position/Title]  
[Municipal Office/Department Name]  
[Municipality Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our recent application for the [specific grant name] submitted on [submission date]. We are eager to learn about the status of our application and any updates you may have regarding the review process.

We believe that our project, [project name and brief description], aligns well with the objectives of the grant and will significantly benefit our community. If there are any additional documents or information required to assist in the evaluation, please do not hesitate to ask.

Thank you for your consideration, and I look forward to your prompt response.

Warm regards,

[Your Name]  
[Your Position/Title]  
[Organization Name]