

Municipal Grant Award Status Verification

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to verify the status of the municipal grant awarded to your organization for the project titled "[Project Title]." As per our records, the grant was offered on [Grant Award Date] in the amount of [Grant Amount].

To assist you effectively, we would like to confirm the following details:

- Current status of the project
- Utilization of the awarded funds
- Any issues or challenges faced

Please provide us with the requested information by [Response Deadline Date] to ensure continued support and review of your project.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]