

Municipal Grant Funding Request Status

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Municipal Office Name]

[Municipal Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of our recent grant funding request submitted on [Insert Submission Date]. Our organization, [Your Organization], is eager to continue our work on [Briefly Describe Project or Purpose of Grant].

We appreciate the support provided by [Municipal Office Name] and are looking forward to your timely update regarding our application. If any additional information is required from our end, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]