

Municipal Grant Progress Update Request

Date: [Insert Date]

To: [Grant Coordinator's Name]

[Municipality Name]

[Municipality Address]

Dear [Grant Coordinator's Name],

I hope this message finds you well. I am writing to request a progress update regarding the municipal grant we received for [Project Name]. As we have undertaken several initiatives, we would like to ensure that we are aligned with the project timeline and grant requirements.

Specifically, we would appreciate updates on the following:

- Current status of funding disbursement
- Any outstanding documents or reporting requirements
- Future deadlines we should be aware of

Your assistance in providing this information would be greatly appreciated and will help us maintain transparency and effectiveness in our project execution.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]