

Reminder: Municipal Grant Report Submission

Dear [Recipient's Name],

This is a friendly reminder that the deadline for submitting your municipal grant report is approaching. Please ensure that your report is submitted by **[Submission Deadline]**.

Your report should include:

- Overview of the project
- Financial expenditures
- Outcomes achieved
- Future plans

If you have any questions or require assistance, please do not hesitate to contact us at **[Contact Information]**.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Municipality Name]

[Contact Information]