

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Department Name]

[Municipality Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of the municipal grant application submitted on [submission date] for [project or purpose]. Our organization is eager to move forward and finalize plans based on the grant's approval.

Any updates you could provide regarding the review process or timeline would be greatly appreciated. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]