

Government Grant Award Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your application for the [Name of Grant] has been approved. The total award amount is [Amount] and is intended to support [Brief Description of Project/Purpose].

Your project was selected based on its potential impact and alignment with the goals of the [Granting Agency/Department]. We are excited to support your efforts in [Specific Goals or Areas of Focus].

Please review the attached documents, which outline the terms and conditions of the grant. We kindly ask you to acknowledge your acceptance by signing and returning the acceptance form by [Due Date].

For any questions or further assistance, please contact [Contact Person] at [Contact Information].

Congratulations on this achievement, and we look forward to seeing the success of your project!

Sincerely,

[Your Name]

[Your Title]

[Department/Agency Name]

[Contact Information]