

Government of [Your State/Province]

Department of Grants and Funding

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 [Grant Name] has been awarded a grant in the amount of [Grant Amount]. This funding is made possible through the [Funding Program/Department Name], which aims to support [briefly describe the purpose of the grant].

Enclosed you will find the grant agreement and guidelines that outline the terms and conditions of the funding. Please review these documents carefully and return a signed copy to our office by [Deadline Date].

If you have any questions or need further assistance, please do not hesitate to contact our office at [Contact Information].

Congratulations on your successful application!

Sincerely,

[Your Name]
[Your Title]
[Contact Information]

[Department Seal, if applicable]