

Grant Application Approval Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

We are pleased to inform you that your grant application for [Project Title] has been approved. After a thorough review process, we are impressed by your innovative approach and dedication to [specific goal/purpose of the grant].

Your project has been awarded a grant of [Amount] to commence on [Start Date] and complete by [End Date]. We believe this project will significantly contribute to [impact of the project].

Please find enclosed the formal agreement detailing the terms and conditions of the grant. Kindly sign and return a copy to us by [Deadline]. Should you have any questions, do not hesitate to reach out.

Congratulations once again on your achievement. We look forward to seeing the positive outcomes of your project!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]