

Official Grant Approval Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your grant application submitted on [Insert Application Date] has been approved. The total amount of funding awarded is [Insert Amount]. This grant will support [Brief Description of the Purpose of the Grant].

The funding will be disbursed in accordance with the terms outlined in our grant guidelines. Please review the attached documents for important information regarding the initiation of the grant and reporting requirements.

Congratulations on this achievement! We look forward to seeing the positive impact of your project.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]