

# Research Grant Acceptance Letter

Date: [Insert Date]

Dr. [Recipient's Name]  
[Recipient's Title]  
[Recipient's Department]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear Dr. [Recipient's Last Name],

We are pleased to inform you that your application for the [Name of Grant] has been accepted. The Faculty Research Grant Committee was impressed with your proposal titled "[Title of the Proposal]" and believes it aligns well with our objectives.

The total amount awarded is [Amount] and is intended to support your research activities over the [duration of the grant, e.g., "next 12 months"]. Please ensure that you adhere to the guidelines provided in our grant policy as you proceed with your research.

We look forward to seeing the contributions that your work will make to the field.

Congratulations once again!

Sincerely,  
[Your Name]  
[Your Title]  
[Your Department]  
[Institution Name]  
[Contact Information]