

# Follow-Up on Grant Compliance Obligations

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up regarding the compliance obligations associated with the grant awarded to [Your Organization] on [Grant Award Date]. As we approach the [specific deadline or milestone], we want to ensure that all requirements are being met adequately.

As per the grant agreement, we would like to confirm the status of the following compliance obligations:

- [Compliance Obligation 1]
- [Compliance Obligation 2]
- [Compliance Obligation 3]

We appreciate your attention to these matters and look forward to your prompt response. If there are any challenges or if you require further clarification regarding any obligations, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]