

# Grant Compliance Verification Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to request verification of compliance related to the grant awarded to [Your Organization's Name] on [Grant Award Date] for [Project/Program Name]. As part of our reporting obligations and to ensure accountability, we need to confirm compliance with the terms and conditions outlined in the grant agreement.

Specifically, we would appreciate your verification of the following:

- Use of funds as detailed in the budget proposal
- Progress made towards the project objectives
- Adherence to reporting schedules and requirements

Please provide any relevant documentation or statements that support the verification process by [Deadline Date]. Your assistance in this matter is greatly appreciated and will contribute to the continued success of our collective efforts.

If you have any questions or require additional information, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]