

Grant Application Letter

Date: [Insert Date]

To,

[Grant Provider's Name]

[Grant Provider's Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

We are writing on behalf of [Your NGO's Name], a non-profit organization dedicated to empowering youth through [brief description of your NGO's mission and activities]. We are seeking your support to fund our Youth Empowerment Project, aimed at [briefly describe project goals and target audience].

The purpose of this project is to [detail the objectives and significance of the project]. Through activities such as [list key activities and programs], we aim to provide youth with the necessary skills, resources, and confidence to succeed in today's society.

We are seeking a grant of [insert amount] to help cover the costs associated with [breakdown of expenses, e.g., workshops, materials, etc.]. Your generous contribution will play a crucial role in helping us achieve our mission and make a tangible impact on the lives of young individuals in our community.

Enclosed with this letter are our detailed project proposal, budget, and information about our organization. We sincerely hope for your positive consideration of our request. We are looking forward to the opportunity to discuss this project with you and to explore how we can partner together for the benefit of our youth.

Thank you for considering our application. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Your NGO's Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]