

Grant Application Letter

Date: [Insert Date]

To: [Grant Provider's Name]

Address: [Grant Provider's Address]

Dear [Grant Provider's Name],

We are writing on behalf of [Your NGO's Name], a non-profit organization dedicated to [briefly describe your NGO's mission and focus area]. We are seeking funding to support our latest community project, [Project Name], which aims to [briefly describe the project's objectives and target community].

The need for [Project Name] arises from [explain the problem or need in the community that your project addresses]. Our project will [describe how your project will address this issue and the expected impact].

We are requesting a grant of [specify amount] to help cover the costs associated with [detail major expenses, e.g., materials, personnel, outreach, etc.]. The funding will enable us to [discuss what the grant will accomplish and timelines].

We believe that with your support, we can make a significant difference in our community. Attached to this letter, you will find our project proposal, budget details, and information about our organization's past successes.

Thank you for considering our application. We hope to work together to create positive change in the community. Please feel free to contact us at [Your Contact Information] if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your NGO's Name]

[Your NGO's Address]

[Your NGO's Phone Number]

[Your NGO's Email Address]