

Grant Funding Agreement Renewal

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization Name]
[Your Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Organization Name]
[Recipient Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to submit this letter to formally request the renewal of our grant funding agreement originally established on [Original Agreement Date]. As we approach the conclusion of the current funding period, we have evaluated the impact of the project, and we are excited to continue our partnership in advancing [Project/Program Name].

The renewed funding will support [briefly outline the objectives of the project/program], allowing us to [specific goals or outcomes]. We are requesting a total funding amount of [Requested Amount] for the period of [Proposed Start Date] to [Proposed End Date].

Enclosed with this letter, you will find the necessary documentation outlining our progress to date and our goals for the upcoming period, including a detailed budget proposal.

Thank you for considering our request for renewal. We look forward to your positive response and the continuation of our fruitful collaboration.

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]