

# Grant Funding Approval Notification

Date: [Insert Date]

Recipient Name  
Recipient Organization  
Address Line 1  
Address Line 2  
City, State, Zip Code

Dear [Recipient Name],

We are pleased to inform you that your grant application for the [Project Title] has been approved for funding. After careful consideration, the review board has decided to allocate a total amount of [Amount] to support your project.

We commend you for your commitment to [briefly describe project goals or benefits], and we believe that this funding will significantly contribute to achieving these objectives.

Please find the attached documents outlining the terms and conditions of the grant funding. We kindly ask you to review these documents carefully and sign where indicated. Once completed, please return a signed copy to us by [Return Date].

If you have any questions or need further assistance, do not hesitate to contact us at [Contact Information].

Congratulations on your successful application!

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]