

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

[Grant Officer's Name]
[Granting Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Grant Officer's Name],

I hope this message finds you well. I am writing to follow up on the grant application submitted on [Submission Date] for [Project Name]. We are eager to hear about the status of our application and any feedback you might have.

Our project aims to [briefly describe the objectives of the project], and we believe it aligns closely with the goals of [Granting Organization]. The support of your organization would be instrumental in making this project a success.

If there are any further materials or information you need from us to assist in your review process, please do not hesitate to ask. We greatly appreciate your consideration and look forward to your response.

Thank you for your time and support.

Sincerely,
[Your Name]
[Your Position]