

Grant Funding Release Request

Date: [Insert Date]

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

[Grantor's Name]
[Grantor's Position]
[Granting Organization]
[Address of Grantor]
[City, State, Zip Code]

Dear [Grantor's Name],

I hope this message finds you well. I am writing to formally request the release of grant funding that was awarded to [Your Organization's Name] under the [Grant Program Name] for [specific project or purpose]. As per our agreement, we have met all necessary milestones and requirements for the release of funds.

The total amount requested is \$[Amount]. These funds will be utilized for [briefly explain how the funds will be used].

We appreciate the support that [Granting Organization] has provided us, which has been invaluable in advancing our mission. If you require any further documentation or information, please feel free to reach out to me directly.

Thank you for your attention to this matter. We look forward to your favorable response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]