

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Grant Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Grant Coordinator's Name],

I am writing to express my intent to apply for the Historical Preservation Grant available through [Grant Organization Name]. Our organization, [Your Organization Name], is dedicated to the preservation and restoration of [specific historical site or project] located in [Location].

We believe that this grant will play a vital role in helping us to [briefly explain how the funds will be used, e.g., restore, conserve, or maintain a specific aspect of the historical site]. Our project aligns with the goals of [Grant Organization Name] in promoting cultural heritage and community engagement.

We are currently in the process of finalizing our project proposal and budget, which we will submit by the [submission deadline]. We look forward to the opportunity to discuss this further and appreciate your consideration.

Thank you for your time and support.

Sincerely,

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