Formal Application for Student Research Grant

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

[Date]

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

Dear [Recipient Name],

I am writing to formally apply for the [Name of Grant] to support my research project titled "[Title of Research Project]." As a [Your Year, e.g., sophomore] student majoring in [Your Major] at [Your Institution], I am eager to explore [brief description of research focus].

This project aims to [briefly outline the goals of your research]. The expected outcomes include [list expected results or benefits]. I believe that this research will contribute significantly to [mention field of study or community impact].

To carry out this project, I am requesting a grant of [amount requested] to cover [mention what the grant will be used for, e.g., materials, travel, etc.]. I have attached a detailed budget and timeline for your review.

I am committed to conducting this research with integrity and rigor, and I would be grateful for your support. Please find my CV and additional documentation attached for your consideration.

Thank you for considering my application. I look forward to the opportunity to contribute to [specific field or institution].

Sincerely,

[Your Name]
[Your Student ID (if applicable)]