

## **Subject: Status Check on Grant Application**

Dear [Grant Officer's Name],

I hope this message finds you well. I am writing to inquire about the status of my grant application, titled "[Grant Application Title]," which was submitted on [Submission Date].

As the deadline for the project is approaching, I would appreciate any updates you can provide regarding my application's review process. Please let me know if there is any further information required from my side.

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

Best regards,

[Your Full Name]

[Your Position/Title]

[Your Organization Name]

[Your Contact Information]