

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

[Recipient Name]  
[Recipient Title]  
[Charitable Foundation Name]  
[Foundation Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Title] at [Your Organization]. We are currently seeking funding opportunities for [brief description of your project or initiative], which aligns with the mission of [Charitable Foundation Name].

We are particularly interested in your foundation's focus on [mention specific areas of interest for the foundation], and believe that our project could significantly contribute to these efforts.

Could you please provide information on the grant application process, including any upcoming deadlines and eligibility criteria? Additionally, we would appreciate any guidance on preparing a strong application that aligns with your foundation's priorities.

Thank you for considering our inquiry. We look forward to the possibility of collaborating with [Charitable Foundation Name] to make a positive impact in our community.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]