

# Community Project Grant Solicitation Letter

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to seek your support for [describe the community project], which aims to [briefly explain the purpose and goals of the project]. We believe this project will have a significant impact on our community by [state the expected benefits].

To successfully implement this project, we are seeking a grant of [insert amount] from [funding organization or individual]. This funding will be allocated towards [explain how the funds will be used]. Our organization has a strong track record of [mention any relevant past successes or experience].

We would greatly appreciate the opportunity to discuss this project with you further and explore how your support could help us achieve our goals. Please feel free to reach out to me at [your phone number] or [your email address].

Thank you for considering our request. We look forward to the possibility of partnering with you to make a difference in the community.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]