

# Grant Application Request

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request funding for [briefly describe the project or program] that aims to [state the objectives of the project]. Our organization, [Your Organization], is dedicated to [describe what your organization does].

We believe that with your support, we can [describe the impact and importance of the project]. The total amount we are requesting is [insert amount], which will be allocated as follows: [brief breakdown of expenses].

We have enclosed [list any enclosed documents, such as project proposal, budget, etc.] for your review. We are committed to [mention any relevant experience or outcomes from previous work].

Thank you for considering our request. I am looking forward to the possibility of collaborating with you to make a difference in our community. Please feel free to contact me at [your phone number] or [your email] should you require further information or wish to discuss this proposal in more detail.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]