

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Grant Provider's Name]

[Grant Provider's Organization]

[Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

We are writing to express our interest in applying for a grant to support [brief description of your project or program]. Our organization, [Your Organization's Name], has been actively working in [mention relevant field or area of work] for [number of years] years.

The purpose of our project is to [explain the purpose and need for the project]. We believe this aligns with the mission of [Grant Provider's Organization] to [mention the organization's goals or objectives].

We are seeking a funding amount of [specific amount] to cover [brief description of how the funds will be used]. Our project will benefit [target audience or community] by [explain expected impact and outcomes].

Attached to this letter, you will find [mention any included documents such as project proposal, budget, etc.]. We are enthusiastic about the possibility of partnering with [Grant Provider's Organization] to achieve [shared goals or objectives].

Thank you for considering our proposal. We look forward to the opportunity to discuss this further. Please feel free to contact me at [your phone number] or [your email] at your convenience.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]