

Grant Application Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Charitable Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a grant from [Charitable Organization Name] to support [brief description of the project or purpose of the grant]. Our organization, [Your Organization's Name], is dedicated to [briefly describe your organization's mission and goals].

We are seeking a grant of [amount] to [state what the funds will be used for]. This project aims to [describe the intended impact of the project and its benefits to the community].

We believe that with your support, we can make a significant difference in [specific area or population you intend to serve]. Enclosed with this letter are further details regarding our organization and the proposed project, including the budget and timeline.

Thank you for considering our request. We hope to partner with [Charitable Organization Name] to achieve our shared goals of [mention any shared goals]. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]