

Grant Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Grant Provider's Name]

[Grant Provider's Organization]

[Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

I am writing to formally accept the grant offer of [Insert Grant Amount] provided by [Grant Provider's Organization] for [brief description of the purpose of the grant]. I am grateful for the support and the opportunity to further develop [your business] with this funding.

As discussed, I will ensure that the funds are utilized in accordance with all project proposals and requirements outlined in our previous communications. I am committed to achieving the objectives set forth and will provide updates as requested throughout the project duration.

Please find attached any required documents for your records. If there are any additional forms or agreements to be completed, do not hesitate to let me know.

Thank you once again for your support. I look forward to working together and making a positive impact with this grant.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]