

Supplier Grant Request

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request a grant to support our upcoming project, [Project Name], which aims to [briefly describe the project objective]. Our initiative aligns with your company's commitment to [mention any relevant goals or values of the supplier].

We believe that this project will provide significant benefits and further strengthen our partnership. The total estimated cost of the project is [amount], and we are seeking a grant of [amount] to help cover [specify what the funds will be used for].

Enclosed are the project proposal and budget for your review. We would be happy to discuss this opportunity in more detail and answer any questions you may have.

Thank you for considering our request. We look forward to the possibility of your support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]