

Confirmation of Innovation Grant Award

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your application for the Innovation Grant has been approved. After careful consideration, we have decided to award you a grant of [amount] to support your project titled "[Project Title]."

This grant will assist in funding [brief description of what the funding will be used for]. Please ensure that all expenditures align with the budget submitted in your application.

To formally accept this grant, please sign and return the enclosed agreement by [deadline for acceptance]. We look forward to your innovative contributions and wish you great success in your endeavors.

Should you have any questions or require further information, please do not hesitate to reach out to us at [contact information].

Congratulations on your achievement!

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Organization Address]