

# Formal Acceptance of Innovation Grant

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]

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

Dear [Recipient's Name],

I am writing to formally accept the Innovation Grant awarded to [Your Organization] as outlined in your notification dated [Date of Notification]. We are grateful for the support and funding provided by [Granting Organization's Name] to facilitate our project, [Project Title].

This grant will significantly contribute to our efforts in [briefly describe the purpose and goals of the project]. We are committed to ensuring that the funds are used effectively and transparently and will keep you updated on our progress throughout the project duration.

Thank you once again for this opportunity. We look forward to a fruitful collaboration and will adhere to all reporting guidelines as required by [Granting Organization's Name].

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]