

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the status of my grant funding application submitted on [Submission Date] for [Project Name/Description]. I am eager to know if there have been any updates regarding the review process.

Please let me know if you require any further information from my side or if there's an estimated timeline for when decisions will be made. I appreciate your consideration and look forward to your response.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]