

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of our grant funding application submitted on [Insert Submission Date] for [Insert Project Name]. We are eager to receive any updates you may have regarding our application, as the project commencement depends on the funding approval.

Thank you for your attention to our request. We look forward to your positive response.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]