

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Funding Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an update on the status of my grant funding application submitted on [Submission Date] for [Project Title/Description].

As we continue to prepare for the upcoming phases of this project, having clarity on the status of the funding would be immensely helpful. If you could provide any information regarding the review process or an estimated timeline for decision-making, I would greatly appreciate it.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization]