Request for Clarification on Grant Application

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to seek clarification regarding the application process for the [Name of Grant] that I recently submitted on [Submission Date].

Specifically, I would appreciate further information on the following points:

- Eligibility criteria for applicants
- Required documentation that may not have been clearly outlined
- Deadline for submission of supplementary materials

Understanding these points will greatly assist me in aligning my application with the grant's requirements. Thank you for your assistance and I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position or Role]
[Your Institution/Department]
[Your Contact Information]