

[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 am writing to express my interest in applying for the [Name of Grant] offered by [Organization Name]. Our organization, [Your Organization's Name], is dedicated to [Briefly describe your organization's mission and the community it serves].

We are seeking funding to support [Briefly explain the project or initiative for which you seek funding, its objectives, and potential impact]. This grant would enable us to [Highlight how the funding will help achieve specific goals or meet community needs].

Thank you for considering our application. We are excited about the potential to collaborate with [Organization Name] and contribute to [Briefly mention any relevant goals or visions of the funding organization].

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]