

# Grant Application Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Granting Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit a request for funding in the amount of [amount] for [briefly describe the project or program]. Our organization, [Your Organization Name], is committed to [mission or goal related to the project].

We believe that this project will [describe the impact and importance of the project]. With your support, we aim to [outline specific objectives or outcomes].

Enclosed with this letter are the details of our proposal, including a project budget and timeline. We have also included information about our organization and previous achievements that demonstrate our capacity to successfully execute this project.

Thank you for considering our request. We are eager to partner with [Granting Organization] to make a difference in [specific community or cause]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]