

Overview of Proposed Grant Costs

Date: [Insert Date]

From: [Your Name]

To: [Recipient Name]

Subject: Overview of Proposed Grant Costs for [Project Name]

Dear [Recipient Name],

I am writing to provide an overview of the anticipated costs for the proposed grant for [Project Name]. Below, you will find a detailed breakdown of the projected expenses associated with the project:

Cost Breakdown

- \$[Amount]
- **Equipment Costs:** \$[Amount]
- **Supplies:** \$[Amount]
- **Travel Expenses:** \$[Amount]
- **Indirect Costs:** \$[Amount]

Total Estimated Costs

Total: \$[Total Amount]

Please do not hesitate to reach out if you have any questions or require further information regarding the proposed budget. I appreciate your attention to this matter and look forward to your feedback.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]