

Grant Renewal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Grant Provider's Name]

[Grant Provider's Title]

[Grant Provider's Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

I am writing to formally request the renewal of our grant for [Educational Program Name], which has significantly impacted our community over the past year. With the support of your organization, we have successfully [briefly state achievements or outcomes].

As we move forward, we aim to [describe future goals and plans]. We kindly seek your continued support to help us achieve these objectives and expand our reach to more participants.

Enclosed, please find our detailed proposal and budget for the upcoming year. We are hopeful for the opportunity to discuss this further and appreciate your consideration.

Thank you for your ongoing support and commitment to education.

Sincerely,

[Your Name]

[Your Position]