

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Grant Provider's Name]

[Grant Provider's Title]

[Grant Provider's Organization]

[Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

I am writing to you on behalf of [Your Organization] to formally request a grant of [amount] to support our [specific project or program]. Our mission is to [briefly explain mission and goals].

Over the past [duration], we have successfully [mention key achievements or projects]. We are now seeking your assistance to further our efforts in [describe the project's purpose]. This initiative aims to [explain the objectives and the community impact].

We have attached a detailed proposal that highlights the project outline, budget, and the anticipated outcomes. We are confident that with your support, we can make a significant difference in the [community/field].

Thank you for considering our request. We would welcome the opportunity to discuss this proposal further and explore ways in which we can work together. Please feel free to contact me at [your phone number] or [your email] to arrange a meeting.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]