

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to extend my gratitude for the opportunity to interview for the [Grant Name] on [Date of Interview]. It was a pleasure to discuss [specific topic or project] with you and the panel.

I am writing to kindly follow up on the status of my grant application and to see if there are any further steps needed from my side. I remain very enthusiastic about the potential to collaborate with [Organization's Name] and contribute to [specific goals or projects related to the grant].

Thank you once again for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]