

Community Grant Inquiry for Senior Citizen Outreach Project

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Grant Officer's Name],

I am writing to inquire about potential funding opportunities available through [Granting Organization's Name] for our upcoming Senior Citizen Outreach Project. Our organization, [Organization Name], is dedicated to enhancing the quality of life for senior citizens in our community through various programs and support services.

This project aims to address the social isolation and accessibility challenges faced by seniors by providing regular outreach activities, workshops, and events that foster community engagement and connection. We believe that through this initiative, we can significantly improve the well-being and mental health of our senior members.

We are currently seeking funding to cover the costs associated with [briefly outline key expenses, e.g., materials, staffing, transportation]. We would greatly appreciate any information regarding grant eligibility, application procedures, and deadlines.

Thank you for considering our inquiry. We look forward to the possibility of partnering with [Granting Organization's Name] to support our senior citizens.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]