

Community Grant Request Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization/Community Group Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Grant Provider's Name]

[Grant Provider's Organization]

[Grant Provider's Address]

[City, State, Zip Code]

Subject: Grant Request for Affordable Housing Development

Dear [Grant Provider's Name],

I am writing to you on behalf of [Your Organization/Community Group Name] to formally request funding for our affordable housing development initiative, [Project Name], which aims to address the immediate housing needs in our community.

Our community has seen a significant increase in housing unaffordability, leaving many families struggling to find secure and suitable living conditions. With your support, we aim to develop [number of units] affordable housing units located at [Project Location], which will provide much-needed relief to low-income families.

The total cost of the project is estimated at [Total Amount], and we are seeking a grant of [Requested Amount] from [Grant Provider's Organization] to help us realize this vision. We have already secured funding from [Other Funding Sources] and are committed to contributing [Your Organization's Contribution] toward the project.

We believe that with your support, we can create a sustainable housing solution that benefits not just individual families, but the wider community. Enclosed are additional documents detailing our project proposal, budget, and timeline.

Thank you for considering our request. We look forward to the opportunity to collaborate with you to enhance the quality of life in our community. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Community Group Name]