

Follow-up on Medical Grant Funding Application

[Your Name]

[Your Title]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my grant funding application submitted on [Submission Date] for [Project Title]. I wanted to express my gratitude for the opportunity to apply and to inquire about the status of my application.

As a brief reminder, my project aims to [briefly describe the project and its potential impact]. I believe this initiative aligns well with [funding organization's goals or mission], and I am eager to contribute to the important work being done in this field.

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]