

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Grant Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your position, e.g., a researcher, professor, etc.] at [Your Institution]. I am writing to inquire about the eligibility criteria for your international grant program, [Grant Program Name].

Specifically, I would like to understand if there are any restrictions on applicants from [Your Country/Region], and if so, what those restrictions entail. Additionally, I am interested in knowing whether collaboration with institutions in other countries is a requirement or if it is permissible for individual applications.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]