

Grant Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Leadership Project Grant

Dear [Recipient Name],

We are pleased to confirm that your application for the Leadership Project Grant has been approved. The grant amount awarded to [Project Name] is [Amount] and is intended to support the objectives outlined in your proposal.

Please find attached the grant agreement which details the terms and conditions of the funding. We kindly ask that you review, sign, and return the document by [Return Date]. Upon receipt, we will disburse the funds to you through [Payment Method].

We appreciate your commitment to [briefly mention the project's goals or purpose] and look forward to seeing the positive impact of your work on the community.

If you have any questions or need further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Organization]