

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about any available poverty alleviation grants that your organization may offer. As a [your role or organization], we are dedicated to [briefly describe your mission or objective related to poverty alleviation].

We are particularly interested in programs that aim to [describe specific goals or areas of focus], and we would appreciate any information regarding eligibility requirements, application procedures, and deadlines for forthcoming grants.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]