

# Letter of Submission for Employment Training Grant

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Grant Provider's Name]

[Grant Provider's Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

I am writing to submit my application for the Employment Training Grant offered by [Grant Provider's Organization]. I am committed to [briefly explain your objective or reason for applying, e.g., enhancing skills, workforce development, etc.], and I believe this grant will significantly support my efforts.

Enclosed with this letter, you will find all the necessary documentation including the application form, my resume, and a detailed proposal outlining my training plan. I have highlighted how the training will benefit both my personal career development and the broader community.

I appreciate your consideration of my application and look forward to the possibility of contributing to the workforce with enhanced skills. Should you require any further information, please feel free to contact me at your convenience.

Thank you for considering my application.

Sincerely,

[Your Name]