

# Grant Request Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Organization Address]  
[City, State, ZIP Code]  
[Your Email]  
[Your Phone Number]

[Grant Provider Name]  
[Grant Provider Address]  
[City, State, ZIP Code]

Dear [Grant Provider Name],

I am writing to formally request funding for [specific program or project name], aimed at enhancing aging services in our community. Our organization, [Your Organization Name], has been dedicated to improving the quality of life for seniors since [year of establishment].

The purpose of this grant is to [briefly describe the purpose and goals of the project]. With the funding of [specific amount], we plan to [describe briefly how the funds will be utilized].

We have identified several key areas where this funding will directly benefit older adults, including [list key areas, e.g., health services, social engagement, mobility assistance]. We believe that with your support, we can make a significant impact on the lives of our senior citizens.

Please find attached our detailed proposal, which includes our project timeline, budget, and letters of support from community partners. We would appreciate the opportunity to discuss this further and answer any questions you may have.

Thank you for considering our request. We look forward to the opportunity to partner with you to enhance the services we provide to our aging population.

Sincerely,

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