

[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 hope this letter finds you well. I am writing to inquire about the eligibility criteria for the [specific grant name] that your organization offers. As the [Your Position] of [Your Business Name], we are interested in exploring opportunities for funding to support our initiatives in [briefly describe your business focus or project].

Could you please provide more detailed information regarding the eligibility requirements, application process, and any relevant deadlines? Understanding these factors will greatly assist us in preparing a suitable proposal.

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

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]