

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of our IT infrastructure grant application submitted on [Submission Date]. We are eager to learn about the progress and any updates regarding our application.

As you know, this grant is crucial for [Briefly Describe Purpose or Project], and we are excited about the potential impact it could have on our community.

Please let us know if there is any additional information we can provide to assist in the review process.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]