Inquiry for Eligibility in Faith-Based Grant Program

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

[Grant Program Coordinator's Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Grant Program Coordinator's Name],

I am writing to inquire about the eligibility requirements for the faith-based grant program offered by [Organization Name]. My organization, [Your Organization Name], is dedicated to [brief description of your organization's mission and activities].

We are interested in applying for funding to support [specific project or initiative]. Before we proceed, we would like to clarify our eligibility status under your program's guidelines.

Could you please provide us with information regarding any specific eligibility criteria, application deadlines, and any other relevant details? We are committed to aligning our mission with the objectives of your grant program and are eager to explore potential collaboration.

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

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]