

[Your Name]
[Your Title]
[Your Institution]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Grant Committee Name]
[Funding Organization Name]
[Organization Address Line 1]
[Organization Address Line 2]
[City, State, Zip Code]

Dear Members of the Grant Review Committee,

I am writing to formally submit my application for the Aquatic Science Research Grant with the aim of investigating [brief description of the research project, e.g., the impact of climate change on freshwater ecosystems]. This research is significant because [justification of the importance of the research].

Our proposed project seeks to [explain the main objectives and methodology of the research]. I believe that our findings will contribute to [mention expected outcomes and potential impact on aquatic science].

Included in this submission are the following documents:

- Research Proposal
- Budget Outline
- CVs of Key Research Personnel
- Letters of Support

I appreciate your consideration of my application, and I look forward to the possibility of contributing valuable insights to the field of aquatic science. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your time and consideration.

Sincerely,
[Your Name]
[Your Title]
[Your Institution]