

# Grant Application Preliminary Introduction

Date: [Insert Date]

[Your Name]

[Your Organization]

[Your Organization's Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Grant Officer's Name]

[Granting Agency's Name]

[Granting Agency's Address]

[City, State, Zip Code]

Dear [Grant Officer's Name],

I am writing to submit a preliminary introduction for our grant application. [Organization Name] is dedicated to [briefly describe your organization's mission and objectives]. We are seeking funding to support [briefly describe the specific project or initiative you are seeking funding for].

The purpose of this project is to [insert purpose and goals of the project]. We believe that with your support, we can [impact or benefit you aim to create].

Thank you for considering our preliminary introduction. We look forward to the opportunity to further discuss our proposal and the potential for partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]