

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

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

Dear [Grant Officer's Name],

I am writing to express my sincere interest in applying for a grant from [Organization's Name] to support [briefly describe your project or initiative]. As [your position/role] at [Your Organization/Institution], I have witnessed firsthand the significant impact that [specific issue or need] has on our community.

With the generous support of your organization, we aim to [describe the goal or outcome of your project]. Our project not only addresses [specific need] but also aligns with your mission to [mention any alignment with the grantor's mission]. Thank you for considering our request.