

# Confirmation of Grant Funding Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Granting Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm receipt of our grant funding application submitted on [submission date] for the [Project Name] project. We appreciate your consideration of our proposal and the opportunity to apply for funding from [Granting Agency Name].

The purpose of our project is to [briefly describe the project goal and its significance]. We believe that it aligns well with your agency's mission and objectives.

Should you require any additional information or have any questions regarding our application, please do not hesitate to contact us.

Thank you for your attention to our application. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]