

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Granting Agency's Name]

[Granting Agency's Address]

[City, State, Zip Code]

Dear [Granting Agency's Contact Name],

We are pleased to submit our grant proposal for [Project Name]. At [Your Organization's Name], we are dedicated to [briefly state your mission or purpose]. This grant will significantly contribute to our initiative to [describe the project and its goals].

Our project aims to [outline the specific objectives and impact of the project]. We have identified [target demographic or community] as the focus of this initiative, which we believe will lead to [mention anticipated outcomes].

The total budget for the project is [total budget amount], of which we are requesting [amount requested from the granting agency]. A detailed budget proposal is attached for your review.

We appreciate your consideration of our proposal and the opportunity to partner with [Granting Agency's Name]. We believe that with your support, we can make a profound impact in our community.

Thank you for your time and consideration. We look forward to the possibility of working together to [reiterate mission/goals of the project].

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]