

# Grant Application Transmittal Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Grant Review Committee]

[Funding Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Grant Review Committee],

On behalf of [Your Organization], I am pleased to submit our grant application for [Project Title] for your consideration. We are seeking funding in the amount of [\$ Amount] to support [brief description of the project].

Enclosed you will find our completed application package, including the proposal, budget, and additional documentation as required. We believe our project aligns well with your funding priorities and will have a positive impact on [target community or issue].

Thank you for considering our application. We look forward to the opportunity to work together to achieve [specific goals of the project].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]