

Introduction Letter for Business Grant Application

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Grantor's Name]

[Grantor's Title]

[Grantor's Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Grantor's Name],

I am writing to introduce [Your Company Name] and express our interest in applying for the [specific grant name] to support our [briefly describe the purpose of the grant application, e.g., "new product development" or "community outreach program"]. As a [describe your business, e.g., "a small technology firm"], we are dedicated to [describe your mission or key goals].

Our team has successfully [mention any significant achievements or past projects related to the grant], and we believe that with the support of [Grantor's Organization], we can [describe the expected impact or outcome of the project].

We appreciate your consideration of our grant application and look forward to the opportunity to potentially work together in advancing [specific goal or initiative related to the grant].

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]