

[Your Organizationâ€™s Name]  
[Organization Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Title]  
[Foundation/Grantor Name]  
[Address]  
[City, State ZIP Code]

**RE: Grant Application for [Project/Program Name]**

Dear [Recipient Name],

On behalf of [Your Organizationâ€™s Name], I am submitting this letter to request a grant of [Amount Requested] from [Foundation/Grantor Name] in support of our [project/program], [Project/Program Name]. We are a [brief description of your organization, mission, and years in operation].

[Describe the project/program, the need it addresses, and the impact it will have. Explain why this funding is necessary and how it will be used. Include a sentence or two about how your mission aligns with the grantorâ€™s priorities or values.]

We appreciate your consideration of our request. We have attached all required documents for your review. Please feel free to contact me for additional information or questions.

Thank you for your support of [your mission/service sector].

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]