

# Sample Grant Request Letter

[Your Name]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to you on behalf of [Your Organization's Name], a nonprofit organization dedicated to [Briefly describe the mission or purpose of your organization].

I am reaching out to request funding support from [Organization Name] to support our [Name of Project or Program]. Our project aims to [Briefly describe the goals and objectives of your project or program].

The [Name of Project or Program] addresses a critical need within our community, and we believe that with your support, we can make a meaningful impact and improve the lives of those we serve.

Enclosed, you will find our complete grant proposal, which provides detailed information about our organization, the proposed project or program, budget breakdown, and expected outcomes. We have also included supporting documents, such as our organization's financial statements and relevant certifications.

We understand that [Organization Name] receives numerous grant requests, and we are grateful for the opportunity to submit our proposal for consideration. We are committed to transparency, accountability, and achieving measurable results, and we welcome any questions or feedback you may have.

Thank you for considering our request for funding. We are excited about the possibility of partnering with [Organization Name] to create positive change in our community. We look forward to the opportunity to discuss our proposal further and explore how we can work together to make a difference.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization's Name]

Enclosure: Grant Proposal