

Acknowledging a grant application

Subject: Acknowledgement of Grant Application Submission

Dear [Applicant's Name],

We are pleased to inform you that we have received your application for the [Grant Name] program.

Your application is now under preliminary review by our grants committee.

Please ensure that all required documents are submitted by [Deadline Date]. Incomplete applications may not be considered for final evaluation.

We value your commitment to advancing [Cause/Field] and will contact you with updates regarding the status of your application.

Sincerely,

[Program Manager's Name]

[Grant Organization Name]

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