

# Grant Application Letter (Formal)

Subject: Grant Application - [Project Title] - [Organization Name]

Dear [Grant Committee/Foundation Name],

On behalf of [Organization Name], I am pleased to submit this application for the [Grant Name] in the amount of [requested amount] to support [project title]. Our organization has been serving [community/cause] for [number] years, and this project represents a critical step forward in our mission to [mission statement].

The proposed project addresses [specific problem or need] in our community. Through [brief description of project activities], we will [expected outcomes and impact]. This initiative will directly benefit [number] individuals/families by [specific benefits].

Our organization is uniquely positioned to implement this project because of [organizational strengths, experience, partnerships]. We have assembled a qualified team with expertise in [relevant areas], and we have secured [matching funds, partnerships, or other support] to ensure project success.

The total project budget is [amount], with [amount] requested from your foundation and [amount] secured from other sources. Detailed budget information and project timeline are included in the attached proposal document.

We are grateful for your foundation's commitment to [cause/issue] and hope you will consider supporting this important work. We would welcome the opportunity to discuss this proposal further.

Thank you for your consideration.

Sincerely,

[Your Full Name]

[Title]

[Organization Name]

[Contact Information]

**Get more templates here:** <https://www.lettersandtemplates.com/letters/application-letter>