Sample Grant Approval Letter

[Your Name]

[Your Title]

[Granting Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Grantee's Name]

[Grantee's Address]

[City, State, ZIP Code]

Dear [Grantee's Name],

Subject: Grant Approval

Congratulations! We are pleased to inform you that your application for the [Grant Name] has been approved by [Granting Organization Name]. Your proposed project aligns with our mission and demonstrates significant potential for positive impact.

Please review the attached grant award details, reporting requirements, and disbursement schedule. Sign and return the acceptance form by [Date] to initiate the grant funding process. Should you have any questions or need guidance, please contact our grants department.

We believe in your ability to carry out this important work and look forward to witnessing the outcomes of your project.

Best regards,

[Your Name]

[Your Title]