

Professional Grant Acceptance Email with Conditions

Subject: Grant Acceptance with Acknowledgement of Terms

Dear [Grant Officer's Name],

Thank you for awarding us the [name of grant]. We formally accept the grant of [amount] and acknowledge the terms and conditions attached. We agree to comply with the reporting requirements, timelines, and financial management procedures as stated.

We appreciate your trust and assure you that the grant will be managed with transparency and accountability. Kindly confirm the next steps for documentation and fund disbursement.

Respectfully,

[Your Name]

[Designation]

[Organization Name]

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