

Sub-recipient Grant Award Notification

Subject: Sub-Award Grant Agreement - [Project Name]

Dear [Sub-recipient Organization],

We are pleased to award your organization a sub-grant in the amount of \$[Amount] to support your participation in our federally funded project "[Main Project Title]." This sub-award is made possible through our prime grant [Grant Number] from [Federal Agency].

Your organization will be responsible for [specific scope of work/deliverables] as outlined in the attached statement of work. The performance period extends from [Start Date] through [End Date], with quarterly reporting requirements.

As a sub-recipient, you must comply with all federal regulations applicable to this award, including [specific requirements]. Our organization will provide guidance and support to ensure compliance throughout the project period.

The first payment of \$[Amount] will be processed upon receipt of your signed agreement and required documentation. Subsequent payments will be made quarterly based on satisfactory progress and submitted invoices.

Please sign and return the enclosed sub-award agreement within 10 business days. We look forward to partnering with you on this important initiative.

Sincerely,

[Your Name]

[Grants Administrator]

[Prime Recipient Organization]

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