

[Your Letterhead]

[Month] [Date], [Year]

[Name of Organization]

Dear [Name]:

On behalf of [Name of Organization], I am writing in support of the [Name of Grant Program] [Grant Acronym] application by the [Name of Applicant] seeking funding for the [Project Name].

With your assistance, [Name of Applicant] will be able to [Messaging] from the [Project Name].

The [Project Name] will [Description of what the Project is and why it needs to be completed.]

[Opportunity to personalize your support]

[Name of Organization] hopes the [Name of Organization] will make a grant award to the [Name of Applicant] in support of its [Project Name]. [Grant Acronym] funds will make it possible for our [region, community, or other] to further strengthen the impact of significant investments in this important initiative.

Sincerely,

[Name of Signer]

[Title]

[Organization]

[Address 1], [Address 2]

[City], [State] [Zip]

[phone number or email address]