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| Name, Title Granting Organization Address City, Province PC  Email address |
| Date |
| **Re: Name of Grant** |
| Dear <name>: |
| Brief summary of your proposal  Brief introduction to your organization  Summary of any recent communications you have had with the funding organization  The amount of funding that you are requesting  The population your project or program will serve  The need your project will address |
| Sincerely, |
| <your signature> |
| Your name |
| Your organizational affiliation Organization address City, Province PC Email address |