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| Name, TitleGranting OrganizationAddressCity, ProvincePCEmail address |
| Date |
| **Re: Name of Grant** |
| Dear <name>: |
| Brief summary of your proposalBrief introduction to your organizationSummary of any recent communications you have had with the funding organizationThe amount of funding that you are requestingThe population your project or program will serveThe need your project will address |
| Sincerely, |
| <your signature> |
| Your name |
| Your organizational affiliationOrganization addressCity, ProvincePCEmail address |