

Sample Acknowledgement Letter

Date

Name

Organization

Address

City/State/Zip

Dear:

Thank you for your interest in the Sample Foundation. We received your letter of inquiry dated January 17, 20-- concerning general operating support/support for your after school tutoring program.

Your organization/project falls within our area of interest and we invite you to submit a full proposal. Enclosed please find our grant application and guidelines. Completed applications will be reviewed at the next scheduled board meeting, if all necessary information is available at least eight weeks prior to the meeting. The board meeting dates are June 17 and November 20, 20--.

Should further information be needed or a site visit be requested, someone from the foundation will contact you in the near future. You will be notified of the disposition of your request within two weeks of the Board's decision.

Again, thank you for your interest. We look forward to receiving your application. If you have any questions please don't hesitate to call.

Sincerely,

Name

Title

Organization

Sample Proposal Acknowledgement Postcard

Thank you for submitting a grant application to the Sample Foundation.

Your application is:

- Complete and is scheduled to be reviewed by the board on June 15, 20--.
- Incomplete, please submit the following:
 - Grant application cover page
 - Detailed proposal
 - Current operating budget
 - A copy of the organization's IRS 501(c)(3) determination letter.
 - List of your board of directors
 - Most recent annual report or audited financial statement
 - Other