

**Sample Report Reminder Letter**

Date

Name

Title

Organization

Address

City/State/Zip

Dear:

I am writing to remind you that the report for the Sample Foundation's grant to produce model educational kits for training corporate mentors to work with unemployed neighborhood residents, and design and produce volunteer recruitment brochures, was due on or before March 15, 20--. We request that you submit this report on the progress made in accomplishing the purposes of the grant, and how the Foundation's funds impacted it. Please also include a financial statement showing how the grant funds have been spent.

Looking forward to hearing from you soon.

Sincerely,

Name

Title

Organization