

REQUEST LETTER – GRANT REQUEST LETTER

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Introduction

This type of letter is basically to request a grant whether in the form of financial aid or moral support or any other reason. This letter is basically written to take the empathy of other person. The main purpose of writing this letter is to clearly express your feelings on paper which would otherwise not possible in person. Through this letter, the reader can truly judge the sincerity of the writer who is requesting a grant.

Request Letter – Grant Request Letter Tips

Following points should be considered for writing an effective grant request letter:

- First and foremost it is vital to request for a grant with true sincerity.
- You should clearly state the reason behind your request with politeness in your words.
- You should also enclose documents supporting your request with the letter.
- Letter should be brief and concise.
- The wordings of the letter should be such that the reader truly empathizes with your request.
- Once you have completed writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample Request Letter – Grant Request Letter

To,

Date (Date on which letter is written)

From,

Sub: Requesting a grant

Dear Dr. Rogers,

I would like to bring to your kind attention that I am a student of Botany and doing Masters in same from your prestigious university. Since childhood, I am a keen lover of plants and flowers. My Roll no. is 1234 and I am a meritorious student of your university. I am enclosing my mark sheets for all the semesters I have cleared.

The reason for writing this letter is that on 30th of this month, there is a special conference in New York which will be attended by all the leading botanical scientists. The registration fee to attend the same is \$500. It would be very kind of you if you could grant me \$500 for the same. I am sure this conference will prove beneficial for my current semesters. I will be really obliged if you do the needful for me. The last date of registration is 29th of this month.

I look forward to have a favorable response from you.

With regards

Albert John

MSc Botany

Roll no. 1234

Request Letter – Grant Request Letter Template

To,

Date (Date on which letter is written)

From,

Dear _____, (sir/ma'am)

I would like to bring to your kind attention that I am pursuing _____ (mention course) from your reputed college. As you are aware that there is a seminar on _____ (mention details of pockets) to be held in _____ (mention venue) for ____ (mention number of days) days. I would also like to participate in the same. I am sure it will benefit me a lot in my studies. The registration fee for the same is ____ (specify amount).

To bring to your knowledge, I have always scored distinction in all the subjects. I am enclosing my mark sheet for your kind consideration. I would be very grateful to you if you grant me _____ (mention help) for the seminar registration. I will be highly obliged.

I look forward to have a favorable response from you.

With regards

(_____)

(Your name)

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