

[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]  
[Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my interest in the Grant Writer position at [Organization Name]. With a proven track record of securing [Dollar Amount] in funding and [Number] years of experience in technical writing and donor relations, I am confident in my ability to support your mission of [Organization's Mission/Core Focus].

In my previous role at [Previous Organization], I was responsible for researching foundation prospects, managing the grant calendar, and drafting compelling proposals. My efforts resulted in a [Percentage]% increase in successful awards. I specialize in translating complex program objectives into persuasive narratives that resonate with diverse philanthropic stakeholders and corporate sponsors.

I am particularly drawn to [Organization Name] because of your recent initiatives in [Specific Program or Project]. I possess the meticulous attention to detail required for compliance reporting and the strategic mindset necessary to align program goals with funder priorities. I am adept at collaborating with program staff to gather data and metrics that demonstrate measurable impact.

I look forward to the possibility of discussing how my experience in grant lifecycle management and federal/private proposal development can contribute to the continued growth of [Organization Name]. Thank you for your time and consideration.

Sincerely,

**[Your Printed Name]**