*<Name of Church>*

*<Address>*

*<City, State, Zip>*

<*Date*>

The Reverend Steve Keck, Chair

District Committee on Congregational Development

PO Box 204

Clinton SC 29325

Dear Reverend Keck:

The purpose of this letter is to announce our intention to apply for the Congregational Development Grant available through the Greenwood District Office and to submit our proposal by the application deadline of <*insert application date here>*.

Our church is applying for the Congregational development grant to <*insert here the purpose of the grant- what is it you intend to do>.*  Our grant proposal outlines our project goals: <*what are your goals for the grant>.*

Your generous support will enable us to <*insert here the anticipated outcome of your project*>.

Our grant project will be coordinated by <*person’s name*>, <*church job or elected position*>. S/He has these qualifications which makes him/her the ideal person to be our project manager: *insert qualifications here*>.

Upon your review of our grant proposal, we look forward to the possibility of meeting with your committee to further explain our project and to answer any questions you may have.

Sincerely,

*<Name of person writing the letter>*

*<Address>*

*<City, State, Zip>*

*<Telephone Number>*

*<Email Address>*