

(organization's letter head)

1-1-2007

Phillips County Economic Development
Attention: PCED Director
P.O. Box 604
Phillipsburg, KS 67661

RE: Project-Grantwriter Credit – Request

Dear PCED Committee,

The (applicant organization) is working on a (project) of which is going to require special guidance and direction from an experience grantwriter. The (project) encompasses the needs of these particular areas of development activities.

This project will assist with the improvement of the (organization's vision) and will benefit (who it will benefit).

The overall project will provide increased improvement to the Phillips county area in particularly to the (specify areas – towns – location – group).

The need for this project is great for the following reasons.

The (applicant organization) would like to request the use of one of the PCED's Project grantwriter credits to be applied toward this project. Due to our organization's limited financial resources, we would be unable / or stretched thin to provide the down payment needed to retain grantwriting services.

Thank you for your consideration of this request and I will be in attendance at your next meeting to answer any questions about the project and/or the request. Thank you again for your time and attention. Please notify me of your next meeting date as that I may schedule this on my calendar.

Sincerely,