

APPENDIX D Grant Closing—Sample Letters and Forms

2. Closing Letter

Foundation
333 Appian Way, Suite 215
Duluth, CO 97123

Month 00, 20__

Ms. Jane Doe
Director
Grantee Organization
123 Elm Street
Any City, PA 01010-1010

RE: Foundation Grant No. _____
 Grantee Institution Grant No. _____

Dear Grantee:

This is to confirm that all reporting requirements under the Foundation's \$50,000 grant that was made to **GRANTEE** on **Month 00, 20__**, have been fulfilled, and the Foundation's file on the grant has been formally closed.

We wish you all the best in your future endeavors.

Cordially,

Staff Name
Title