

APPENDIX A

**Pre-Grant Activities—
Sample Letters and Forms**

**Pre-Grant Information
and Proposal Review**

7. Proposal Acknowledgment Letter

Foundation
333 Appian Way, Suite 215
Duluth, CO 97123

May 15, 20__

Dear Applicant:

I am writing simply to inform you that your proposal dated **Month 00, 20__**, has been received at the Foundation and is under review. We will get back to you in about six weeks with the results of our review.

Cordially,

Staff Name
Title