FREE TEMPLATE

Letter of Inquiry Template for Grants (Free PDF)

A fillable one-page letter of inquiry structure with a prompt for each paragraph, a fictional annotated example and a check to run before you send it.

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> A letter of inquiry (LOI) is a short introduction to your project that some funders ask for before they invite a full proposal. If the funder gives instructions for length, contents or an online form, follow those first. Use this structure when they do not.

Before you write

Funder name:

Program or priority area, in the funder's own words:

Funder's stated length limit and format:

How the letter must be submitted:

Deadline:

Date of the letter:

Our contact name, email and phone:

The letter, paragraph by paragraph

1. Opening

Who you are, what you are requesting and the amount, in two or three sentences.

Opening:

2. The need

The problem and who is affected. Use one or two local facts with their source and year.

The need:

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3. The project

What you will do, for whom, where and over what period.

The project:

4. Expected results

What will change, and how you will know.

Expected results:

5. Fit with this funder

One or two specific connections between your project and the funder's stated priorities.

Fit:

6. Your organization

One or two facts that show you can deliver: relevant experience, a documented result, the people involved.

Capacity:

7. Closing

Restate the request, offer to send a full proposal and give a contact.

Closing:

Annotated example

This example is fictional. The notes in the second column explain what each part is doing.

Example text	What it does
Example Reading Partners requests $20,000 over 12 months to expand one-on-one reading tutoring for first and second graders at two elementary schools.	States who, how much, for what and for how long in one sentence.

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Example text	What it does
In the two schools we serve, 4 in 10 second graders read below grade level (district assessment, 2026). Families have told us at school meetings that after-school tutoring is the support they most want.	One local figure with a source and year, plus what the community itself has said.
Trained volunteers will tutor 60 children twice a week for 30 weeks, using the reading method the schools already teach.	Concrete activity, number, frequency and duration.
We expect 70 percent of participating children to gain at least one reading level, measured with the assessment the schools already use.	A measurable result and how it will be measured.
Your foundation's guidelines name early reading as a priority. Our tutoring takes place in two of the neighborhood schools your guidelines describe.	A specific link to the funder's own stated priorities.
We have run this program since 2019. Last year 52 children completed it.	Two plain facts about capacity.
We would welcome the chance to submit a full proposal.	A clear next step, with no pressure.

Before you send it

- [ ] It follows the funder's length limit and format
- [ ] The amount and period are stated in the first paragraph
- [ ] Every figure has a source I can show if asked
- [ ] The fit paragraph names this funder's priorities, not general ones
- [ ] Planned results are described as expected, not achieved
- [ ] Someone outside the project has read it
- [ ] It is addressed and submitted the way the funder asks

Want help with this? The Complete Grant Architect is a free 16-week grant writing course, and you can hire a grant writer for your next proposal. Both are at subthesis.com.

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