[Month Date, Year]

Dear [Grant Recipient Group] –

Thank you so much for being a part of our [Your Grant Program’s Name] program. We are emailing to request an update on the exact dates, times, and locations of your project.

According to your application, your project, [Project Name], will take place [Date / Time].

Please reply all by the end of the week to let us know if this location or time frame has been modified at all.

We have assigned one adult and two student [Your Grant Program’s Name] board members to assist you with publicizing and calculating the environmental impact of your project. I have added your teacher sponsor [Adult Advisor Name] in this list and highly recommend that you include us all in any email correspondence. When project dates have been solidified, we ask that you please send a reminder email to the people below so that the board members assigned to your project may have the opportunity to visit and take photos of your project while it takes place. This is important.

Your [Your Grant Program’s Name] mentors that you must contact with any updates are:

Youth Mentor #1

School, Year

Email Address

Youth Mentor #2

School, Year

Email Address

Adult Mentor

Email Address

Program Coordinator

Email Address

We look forward to working with you to make your project as successful as possible.

Thank you for helping make [Your City Name] greener, one youth project at a time.

Warm Regards,

[NAME]

[Title]

[email]

[phone number]

[link to program website]

[Program Logo]