Dear Professor,

The Lynde and Harry Bradley Foundation has authorized funding for your organization to participate in the 2014-2016 Bradley Graduate and Post-Graduate Fellowship Program.

As grant requests are subject to annual review and approval by the Foundation, we require that an application letter requesting funds be submitted each year. As of this date, we have not received your request for funds covering the 2015-16 term.

To ensure that funds are available for your program, please forward a copy of your application letter to Dianne Sehler. For your convenience I have attached an application letter template.

If you do not intend to request funds for the 2015-16 term, please let us know. We look forward to your participation in the program.

Sincerely,

Renee Krebs

Grants Administrator

The Lynde and Harry Bradley Foundation