Prof. XXX

ADDRESS

DATE

Dr. XXX

Director

Science Grant

ADDRESS

Dear Mr. XXX,

I am a science professor at a renowned school in the country and I would like to inquire about your research grants.  I have been informed by the school president that you offer grants to professors who want to do research in the field of science, especially in the fields of biology and chemistry.

I have worked on plant enzymes in my undergraduate and graduate theses and I would like to continue my research on new plant enzymes that could be used in garbage degradation.  I believe that this would be beneficial to the country to help solve the garbage problem.  Your grant is the only chance I could get to pursue the research and I hope I will be considered.  Please inform me about the process of application so that I may apply soon.

Thank you for your time.

Respectfully,

Prof. XXX