Dear Applicants –

Thank you for submitting your [Your Grant Program’s Name] applications.

We are currently in the process of processing each application and assigning interview session appointments to each group.

By the end of the day [date], you will receive an email from us noting which 15 minute interview time your group has been assigned.

All interviews will take place at the [location] on this coming [date of review session] between [Start Time and End Time].

Please let us know ASAP if your group has a time preference for that date.

Thanks so much for your dedication to the youth of [Your City] and to the environment.

Warm Regards,

[NAME]

[Title]

[email]

[phone number]

[link to program website]

[Program Logo]