

Dear XXXXXXXXX,

I am pleased to inform you that your grant request in the amount of **\$XXXX.XX** has been approved by the PTSA. Please feel free to begin the process of procuring the whiteboards and accessories for <Grant target program>. Also, please make sure to indicate clearly on any purchase orders or credit card orders that this is for PTSA Grants.

Kind regards,

<Grants Chair Name>

<School Name> PTSA Grants Chair