**Verizona Grants Cover Letter**

Applicant’s Name  
Applicant’s University  
Applicant’s Address  
Date

To,   
Grants Commission  
Editorial Office   
Verizona IncorporationAddress

<Name of the Journal>

**Dear Sir,**

I am writing to you to request for grant for <specify the reason>. I am associated with **Verizona Inc.** as <specify your relation with Verizona (Editor/Reviewer/Author/etc.)> of XXX Journal. I have supported the <Verizona Open Access Journal of XXX> by contributing in following ways.

<Please mention your contributions towards the concerned journal>  
<Describe the impact of your contributions and how it has helped the development of the journal and science>  
<Please describe how this grant will help you in disseminating scientific research to the community>  
<How Verizona Inc. will benefit by offering a grant to you >

Kindly contact me at the following address for any correspondence.

**Best Regards,**

Applicant’s Signature  
Applicant Name  
Affiliation  
Email Address  
Phone No.