

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Committee Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Committee Chair's Name],

Subject: Proposal for [Brief Title of Proposal]

I am writing to present a proposal on [Brief Description of Proposal Topic].

[Paragraph 1: Introduction of the proposal and its significance.]

[Paragraph 2: Detailed explanation of the proposal, including objectives, methodology, and expected outcomes.]

[Paragraph 3: Benefits of the proposal for the committee and/or organization.]

[Paragraph 4: Conclusion - reiterate the importance of the proposal and express willingness to discuss further.]

Thank you for considering my proposal. I look forward to your feedback.  
Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Affiliation, if applicable]