

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Project Proposal Submission

I am writing to submit my project proposal titled "[Project Title]" for your consideration. This proposal outlines [brief description of the project and its objectives].

Enclosed, please find the detailed proposal document, which includes [list any major sections of the proposal, e.g., project objectives, methodology, timeline, budget, etc.].

I believe that this project aligns with [mention any relevant goals or objectives of the recipient's organization], and I am eager to discuss this further.

Thank you for considering my proposal. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]