

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Funds Allocation Guidelines

We are pleased to outline the guidelines for the allocation of funds for the upcoming fiscal year. These guidelines are intended to ensure the effective and transparent distribution of resources to support our strategic goals and initiatives.

1. ****Eligibility Criteria****

- All projects must align with our organization's mission and objectives.
- Please ensure that your proposals are backed by relevant data and research.

2. ****Funding Priorities****

- Priority will be given to projects that demonstrate measurable impact.
- Collaboration with other departments or organizations is encouraged.

3. ****Application Process****

- Submit your funding proposals using the designated application form by [Deadline Date].
- Include a detailed budget and project timeline.

4. ****Review and Approval****

- Proposals will be reviewed by the [Committee Name] on [Review Date].
- Notifications will be sent out by [Notification Date].

5. ****Reporting Requirements****

- Successful applicants will be required to submit quarterly progress reports.
- A final report detailing outcomes and expenditures will be due at the end of the project.

We appreciate your commitment to our mission and encourage you to submit innovative proposals that leverage our resources effectively. Should you have any questions regarding these guidelines, please do not hesitate to reach out.

Thank you for your continued support and collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Email]

[Your Phone Number]

[Optional: Attachments or additional information]