

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

[Recipient Name]
[Recipient Title/Position]
[FVRL Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of [Title or Purpose of Submission]

I am writing to submit [briefly describe the purpose of your submission, e.g., a proposal, application, report, etc.]. Attached to this letter, you will find [list any attached documents, e.g., completed forms, reports, presentations, etc.].

[Include a few sentences explaining the significance of your submission and any relevant details that may be necessary for the recipient to know.]

Thank you for your time and consideration. I look forward to your feedback.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]