

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

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

Dear [Recipient's Name],

I am writing to propose a service project under the gGives initiative that aims to [briefly describe the purpose of the project].

The goals of this project are to [list main goals or objectives]. We believe that through this project, we can [explain the impact you hope to achieve].

To successfully implement this project, we would require [mention any resources, support, or partnerships needed]. We are confident that with the collaboration of [mention any relevant partners or stakeholders], we can make a significant difference.

I appreciate your consideration of this proposal and look forward to the opportunity to discuss it further.

Thank you for your time.

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]