

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Proposal for [Project/Program Name]

I hope this letter finds you well. I am writing to propose a partnership between [Your Organization/Your Name] and [Recipient's Organization] for [briefly describe purpose of the proposal].

[Insert a brief overview of your organization and its mission, highlighting relevant experience or accomplishments.]

The purpose of this proposal is to [clearly state the goals and objectives of the project/program]. We believe that this initiative will [explain the benefits and potential impact].

[Outline the key activities, timeline, and any collaboration expected from the recipient's organization.]

We are seeking [specific request or support from the recipient, such as funding, resources, or collaboration]. Our budget for this project is [insert budget details if applicable], and we are committed to ensuring the initiative's success.

I would be grateful for the opportunity to discuss this proposal in further detail and explore ways we can work together to achieve our mutual objectives. Thank you for considering our proposal. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Organization]