

**\*\*HJC Letter Framework for Proposal Writing\*\***

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[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
**\*\*H - Hook\*\***

Begin with an engaging opening statement that captures the reader's attention.

**\*\*J - Justification\*\***

Explain the need for the proposal, including any relevant data or background information that supports the necessity of your project.

**\*\*C - Call to Action\*\***

Clearly state what you are asking from the recipient (funding, partnership, approval, etc.) and encourage action.

Thank you for considering this proposal. I look forward to the opportunity to work together.

Sincerely,

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

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