

[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],

Subject: Proposal for [Project Title]

I am writing to present a proposal for [brief description of the project], which aims to [main goal of the project]. Our organization, [Your Organization], has a strong commitment to [relevant conservation issues or goals], and we believe that collaboration with IUCN can significantly enhance our impact.

Project Overview:

- Objectives: [List primary objectives]
- Target Area: [Describe geographical focus or target area]
- Key Activities: [Outline major activities planned]

Anticipated Outcomes:

- [Outcome 1]
- [Outcome 2]
- [Outcome 3]

Implementation Timeline:

- [Phase 1: Date - Description of activities]
- [Phase 2: Date - Description of activities]

Budget Overview:

- Total Requested Amount: [Amount]
- Budget Breakdown: [Brief explanation of budget categories]

We believe that our project aligns with IUCN's mission to [reference IUCN's goals], and we are eager to explore potential partnership opportunities.

Thank you for considering our proposal. I am looking forward to the possibility of working together for the betterment of our environment and biodiversity.

Sincerely,

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