

[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: Project Proposal for [Project Title]

I am writing to propose a project entitled [Project Title] that aims to [briefly describe the purpose and objectives of the project].

The primary goals of this project include:

- [Goal 1]
- [Goal 2]
- [Goal 3]

We believe that this project aligns with the mission of KCCI and will significantly impact [briefly outline the target audience or community]. We are seeking [funding/support/collaboration] from KCCI and estimate the total cost of the project to be [amount]. Attached to this letter are the detailed project proposal, budget, and timeline for your review.

Thank you for considering our project proposal. I look forward to the opportunity to discuss this further.

Sincerely,

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