

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

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

Dear [Recipient Name],

I am writing to express my interest in applying for the LFP Grant to support [briefly describe your project or initiative]. Our organization, [Your Organization Name], is dedicated to [briefly describe your mission and goals].

The proposed project aims to [explain the purpose of the project and its significance]. We believe that receiving the LFP Grant will enable us to [describe the impact the grant will have on your project and community]. We are seeking a funding amount of [specify the amount] to cover [list major expenses]. The funds will be allocated towards [explain how the funds will be used, e.g., equipment, staff, outreach, etc.].

We have attached our detailed project proposal, budget, and any necessary documentation for your review. We would appreciate the opportunity to discuss this proposal further.

Thank you for considering our application. We look forward to the possibility of working together to make a positive impact.

Sincerely,

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