

[Your Name]
[Your Title]
[Your Organization]
[Your Organization's 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: Letter of Proposal Submission for [Project Name]

I am writing to formally submit our proposal for [brief description of the project or initiative] as part of [specific funding opportunity, grant, or proposal submission call].

Our proposal outlines [key objectives, goals, or programs included in the proposal]. We firmly believe that this initiative will [state the expected impact or significance of the project].

Enclosed with this letter are the documents that detail our proposed approach, which includes [list the key components or sections of the proposal, e.g., project timeline, budget, methodology, etc.].

We appreciate your consideration of our submission and look forward to the opportunity to discuss it further.

Thank you for your time and consideration.

Sincerely,

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