

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are excited about the possibility of partnering with [Granting Organization] to bring [Project Name] to life, a project that aims to [Briefly Describe Purpose/Goal of Project].

In our pursuit to [insert primary objective], we have identified specific challenges that [describe the problem your project addresses]. Through [describe your approach or methodology], we believe our initiative can lead to significant positive change within the [target community or population].

We are requesting a grant of [amount] to support [specific aspects of the project, e.g., materials, personnel, outreach efforts]. Your investment will enable us to [describe what the funding will accomplish and potential impact].

We envision a collaborative relationship with [Granting Organization] built on shared values and a commitment to [common mission or goal]. Together, we can [describe expected outcomes or benefits of the project]. I would love the opportunity to discuss this proposal further and explore how we can effectively work together. Thank you for considering our request. I look forward to your positive response.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]