

[Your Nonprofit's Letterhead]

[Date]

[Grantor's Name]

[Grantor's Title]

[Grantor's Organization]

[Grantor's Address]

[City, State, Zip Code]

Dear [Grantor's Name],

I am writing to you on behalf of [Your Nonprofit's Name], a [brief description of your nonprofit's mission and target population]. We are dedicated to [specific goals or programs] and are seeking funding to support [specific project or initiative].

We are proposing a grant of [amount requested] to [briefly describe the purpose of the grant and how it will be used]. This funding will enable us to [explain the impact and benefits of the project].

[Include a brief description of your organization's past achievements and any relevant data or statistics that support your proposal.]

We believe that with your support, we can make a significant difference in [describe the community or population impacted]. We would be grateful for the opportunity to collaborate with [Grantor's Organization] in this important work.

Thank you for considering our proposal. We are looking forward to the possibility of partnering with you to achieve our shared goals.

Sincerely,

[Your Name]

[Your Title]

[Your Nonprofit's Name]

[Your Phone Number]

[Your Email Address]