

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

Dear [Grant Review Committee/Specific Contact Name],

I am writing to submit a grant proposal for [Project Title/Program Name] that aims to [briefly describe project purpose]. Our organization, [Your Organization], has a proven track record of [mention relevant accomplishments or experiences].

The funding requested, totaling [amount], will be utilized for [detailed but concise outline of how the funds will be used]. This project addresses [specific need or issue], benefiting [target population/community].

Thank you for considering our proposal. We believe that with your support, we can make a significant impact.

Sincerely,

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