

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

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

Dear [Recipient Name],

I am writing to submit a grant proposal for [Project Name] on behalf of [Your Organization]. Our project aims to [briefly describe the primary goal of the project and its significance].

[Provide a short overview of your organization, including its mission and relevant experience that supports the project.]

The proposed budget for the project is [amount], and we are seeking funding in the amount of [amount requested] to support [specific activities or resources funded by the grant].

We believe that this project aligns with [Funding Organization's goals or priorities], and we are committed to [how you will ensure the project's success and sustainability].

Thank you for considering our proposal. We look forward to the opportunity to collaborate with [Funding Organization Name] to make a positive impact in [community or field].

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Attachment: Grant Proposal]