

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

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

Dear [Recipient Name],

Subject: Grant Proposal for [Project Name]

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are excited to present a proposal for [Project Name], aimed at [briefly describe the purpose and goals of the project].

Our organization is committed to [describe your mission and the overall goal of your organization]. With the support of [Grantor's Organization Name], we believe we can achieve significant outcomes that will benefit [describe the target community or population].

We have outlined our project objectives, implementation plan, and budget in the enclosed proposal. The estimated funding required for the successful execution of this project is [amount]. We are confident that with your support, we can [describe expected impact].

We kindly request the opportunity to discuss our proposal further and explore potential collaboration. Thank you for considering our request.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]