

[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: Proposal for [Project Name] under the Open Government Partnership (OGP)

I am writing to present a proposal for [Project Name], which aims to [briefly describe the main goal/objective of the project]. We believe this initiative aligns with the Open Government Partnership principles of transparency, accountability, and citizen engagement.

[Introduce the organization and its mission, highlighting any relevant experience and expertise in OGP-related projects.]

The proposed project will [describe the detailed objectives, expected outcomes, and the significance of the project]. By engaging [target audience/stakeholders], we anticipate [mention the impact/benefits of the project on the community or organization].

To ensure the success of this initiative, we plan to [outline the proposed methodology, activities, timeline, and any partnerships or collaborations]. We are committed to utilizing [mention any specific tools, technologies, or approaches] to foster greater transparency and citizen participation.

We request a funding amount of [specify amount] to support the implementation of this project. A detailed budget and timeline are included in the attached documents.

We are excited about the possibility of this collaboration and are confident that, together, we can create a lasting impact. Thank you for considering our proposal. I look forward to the opportunity to discuss this initiative further.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Organization's Website, if applicable]