

[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],

I am writing to express my intent to apply for the [Name of the Opportunity/Grant] under the Open Government Partnership (OGP). We are excited about the possibility of contributing to the goals of OGP and advancing transparency, accountability, and civic engagement within our community.

Our organization, [Your Organization's Name], has been actively involved in [briefly describe your organization's mission and previous projects related to OGP principles]. We believe that our proposed project, [Project Title], aligns perfectly with the objectives of OGP, specifically in [mention specific OGP goals related to your project]. Through this project, we aim to [describe the main objectives and expected outcomes of the project]. We are committed to fostering collaboration among stakeholders and engaging citizens in the decision-making process to ensure that our initiatives reflect the needs and aspirations of our community.

We appreciate the opportunity to submit our application and look forward to the possibility of working together to promote inclusive governance and shared public values. Thank you for considering our letter of intent.
Sincerely,

[Your Name]
[Your Title]
[Your Organization's Name]