

[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: Budget Proposal for OGP Scholarship Program

I hope this letter finds you well. I am writing to submit a budget proposal for the OGP Scholarship Program aimed at [briefly describe the purpose of the scholarship and its impact].

**\*\*Proposed Budget Breakdown:\*\***

1. **\*\*Scholarship Amount\*\*:**

- Total Funding Requested: \$[amount]
- Number of Scholarships: [number]
- Amount per Scholarship: \$[amount]

2. **\*\*Administrative Costs\*\*:**

- Application Processing: \$[amount]
- Marketing and Outreach: \$[amount]
- Evaluation and Selection: \$[amount]

3. **\*\*Additional Resources\*\*:**

- Workshops and Training for Recipients: \$[amount]
- Support Services (counseling, mentoring, etc.): \$[amount]

**\*\*Total Proposed Budget\*\*:** \$[total amount]

I believe that with the support of the OGP Scholarship Program, we can provide invaluable opportunities to deserving students. I am looking forward to discussing this proposal further and exploring ways our partnership can make a lasting impact.

Thank you for considering this proposal. I am eager to hear your feedback.

Sincerely,

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