

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

Dear [Recipient Name],

I am writing to formally submit a grant proposal for the PBS project titled "[Project Title]." Our organization, [Your Organization], is dedicated to [briefly describe your organization's mission and goals]. The purpose of this project is [describe the project purpose, objectives, and anticipated impact]. We believe that this project aligns perfectly with PBS's commitment to [mention relevant PBS goals or priorities]. We are seeking [amount of funding] to support [briefly outline how the funds will be used, such as personnel, materials, outreach, etc.]. Our proposed timeline for this project is [provide the timeline, including key milestones].

Attached, you will find a detailed project proposal, including our budget and a timeline, as well as information about our organization and the team involved in the project.

Thank you for considering our proposal. We are excited about the potential partnership with PBS and look forward to the possibility of working together to achieve our shared goals.

Sincerely,

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