

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

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

Dear [Recipient's Name],

Subject: Project Proposal for [Project Title]

I am writing to propose a funding opportunity for [Project Title] which aims to [briefly describe the project's objectives and significance]. The project will [provide a brief overview of the project, including goals, methods, and expected outcomes]. We believe that [explain how the project aligns with the recipient's goals or mission].

We are seeking a funding amount of [specify amount] which will be allocated to [outline budget categories or specific needs].

Enclosed are the detailed project proposal and budget plan for your review. I would appreciate the opportunity to discuss this in further detail and explore how we can collaborate for the success of this initiative.

Thank you for considering our proposal. I look forward to your response.

Sincerely,

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