

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

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

Dear [Recipient's Name],

[Introduction - Briefly introduce yourself and your organization. State the purpose of the proposal submission.]

[Background - Provide context or background related to the proposal topic.]

[Proposal Summary - Summarize the key points of your proposal, including objectives, methodology, and expected outcomes.]

[Benefits - Explain the benefits and impact of your proposal on the recipient and/or the community.]

[Closing - Thank the recipient for considering your proposal. Indicate your willingness to discuss further and provide your contact information.]

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Typed Name]