

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

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

Dear [Recipient Name],

Subject: Proposal Submission for [Project/Program Name]

I am writing to formally submit our proposal for [describe the project/program] aimed at [mention the main goal or impact]. Our organization, [Your Organization Name], has a strong track record in [briefly mention relevant experience/expertise].

Enclosed with this letter, you will find our detailed proposal which includes:

1. Executive Summary
2. Objectives
3. Methodology
4. Budget Overview
5. Timeline
6. Qualifications

We believe that our proposal aligns well with [Recipient Organization's] objectives and we are excited about the opportunity to collaborate. We are committed to ensuring [mention key benefits or values].

Thank you for considering our proposal. We look forward to the opportunity to discuss this further.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Organization]