

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

****Subject: Proposal for [Project/Program Name]****

****Introduction:****

Introduce your organization and its mission. Briefly explain the purpose of your letter and the specific project or program you are proposing.

****Need Statement:****

Describe the need for your project or program. Use data and personal stories to illustrate the issue and why it is important.

****Project Description:****

Outline the goals and objectives of the project or program. Include details on the methods and strategies you will use to achieve these goals.

****Target Population:****

Identify who will benefit from the project. Provide demographic information and any relevant statistics.

****Budget Overview:****

Present a summary of the budget, including total costs and how funds will be utilized. Mention any funding sources already secured and what you are requesting from the recipient.

****Impact & Evaluation:****

Explain how you will measure the success of the project and the potential impact on the community.

****Conclusion:****

Reiterate your request for support and express appreciation for the recipient's consideration. Offer to discuss the proposal further and provide your contact information.

Thank you for your time and support.

Sincerely,

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