

[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],

I am writing to propose a grant application for [Project Title/Project Description]. This project aims to [briefly describe the main goal or purpose of the project, including its significance and impact].

[Provide background information on your organization and its mission. Explain any relevant experience or past successes related to the project.]

The proposed project will [summarize project implementation, including objectives, methods, and anticipated outcomes]. With funding from [Granting Organization], we can achieve [mention specific goals or impacts that align with their funding priorities].

The estimated budget for this project is [total amount], with funding allocated towards [briefly outline key budget categories]. We are also seeking [mention any additional funding sources or support].

Detailed information regarding the project plan and budget is enclosed for your review. I am hopeful that you will consider this proposal for funding and look forward to the possibility of partnering with [Granting Organization] to achieve our shared objectives.

Thank you for your attention to this important matter. I would be happy to discuss this proposal further and answer any questions you may have.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]
[Enclosures: Project Proposal, Budget, etc.]