

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

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

Dear [Recipient Name],

I am writing to propose a project that aims to [briefly describe the purpose of the project]. The project, titled "[Project Title]," seeks to [explain the objectives of the project and its significance].

Our proposed timeline for the project is [insert timeline], and we anticipate a budget of [insert budget amount]. We believe that [explain why your project is important and relevant to the recipient's organization].

We would greatly appreciate the opportunity to discuss this proposal further and explore potential collaboration. Thank you for considering our project.

Sincerely,

[Your Name]  
[Your Title/Organization]