

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit our project proposal for the RLWC initiative, titled "[Project Title]." We believe that our project aligns with the goals and objectives of the RLWC and has the potential to contribute significantly to [specific goals/impact areas].

Enclosed with this letter are the following documents for your review:

1. Project Proposal
2. Budget Details
3. Timeline
4. Team Bios

We appreciate the opportunity to contribute to the RLWC project and are looking forward to your feedback. Please do not hesitate to reach out if you need any more information or clarification regarding our submission. Thank you for considering our proposal.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]