

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

Dear [Grant Provider's Name],

I am writing to submit a grant proposal for [Project/Program Name] that seeks to [briefly describe the purpose of the project/program]. We believe that this initiative aligns well with your organization's mission and funding priorities.

[Paragraph describing the project/program, its objectives, and its significance.]

We are requesting a total funding amount of [insert amount] to support [explain what the funds will be used for]. Attached to this letter, you will find our detailed proposal, including a budget, timeline, and additional supporting documents for your review.

Thank you for considering our proposal. We look forward to the opportunity to partner with [Grant Provider's Organization] to [summarize the impact of the project/program].

Sincerely,

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