

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

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

Dear [Recipient's Name],

Subject: Proposal Submission for [Project Name/Title]

I am writing to submit a proposal for [briefly describe the purpose of the proposal]. Enclosed with this letter, you will find the detailed proposal that outlines [mention the key aspects of your proposal].

[Provide a brief summary of your proposal, its objectives, and the potential impact.]

I appreciate your consideration of my proposal and look forward to your positive response. Thank you for the opportunity to submit this proposal.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Your Organization Name]

Enclosure: [List any enclosed documents, e.g., proposal, budget, etc.]