

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

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

Dear [Recipient's Name],

I am writing to propose a project that aims to [briefly state the purpose of the project] for the students of Western Governors University (WGU). This initiative seeks to [explain the goals and objectives of the project], benefiting both the students and the wider community.

Project Overview:

- ****Title:**** [Project Title]
- ****Duration:**** [Expected duration of the project]
- ****Target Audience:**** [Who will benefit from the project]
- ****Key Activities:**** [List key activities that will be undertaken]

Objectives:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

Budget:

[Provide a brief overview of the budget needed for the project, if applicable.]

In conclusion, I believe that this project will provide significant benefits to WGU students by [reiterate the benefits]. I would be grateful for the opportunity to discuss this proposal further and explore potential collaboration.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]