JZM Letter Outline for Proposals

1. **Header**
   - Your Name
   - Your Title
   - Your Organization
   - Address
   - City, State, Zip Code
   - Email
   - Phone Number
   - Date

2. **Recipient Information**
   - Recipient's Name
   - Recipient's Title
   - Organization Name
   - Address
   - City, State, Zip Code

3. **Salutation**
   - Dear [Recipient's Name],

4. **Introduction**
   - Brief introduction of yourself and your organization.
   - Purpose of the letter.

5. **Problem Statement**
   - Description of the problem or opportunity your proposal addresses.
   - Importance of addressing this issue.

6. **Proposal Overview**
   - Summary of your proposed solution or project.
   - Key objectives and goals.

7. **Detailed Plan**
   - Specific actions you will take to implement the proposal.
   - Timeline for completion.
   - Resources required (e.g., funding, personnel, materials).

8. **Benefits**
   - Anticipated outcomes and benefits for the recipient organization or community.
   - How the proposal aligns with the recipient's goals or priorities.

9. **Call to Action**
   - Request for a meeting or follow-up discussion.
   - Next steps for consideration.

10. **Closing**
    - Thank the recipient for their time and consideration.
    - Express anticipation for their response.

11. **Signature**
    - Sincerely,
    - [Your Name]
    - [Your Title]