

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

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit my proposal for the XNA Grant. The aim of this project is [briefly describe the purpose and goals of your project].

[Provide a short background on your organization or yourself, including relevant experience and qualifications that support your project].

The proposed project will [outline the main activities, timeline, and expected outcomes]. I am seeking funding in the amount of [insert amount] to support this initiative.

I appreciate the opportunity to apply for the XNA Grant and look forward to the possibility of working together to achieve [mention the overarching goal or impact of your project].

Thank you for considering my application. Please feel free to contact me if you need further information or clarification.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization Name] (if applicable)