

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

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

Dear [Recipient Name],

**\*\*Subject: Proposal for [Project/Program Name]\*\***

Introduction:

- Briefly introduce yourself and your organization.
- State the purpose of the proposal.

Background:

- Provide context and importance of the health issue at hand.
- Include relevant statistics and research to support your claims.

Objectives:

- Clearly outline the goals of the proposed project/program.
- Explain how it addresses the identified health issue.

Methodology:

- Describe the approach and strategies you will use.
- Include a timeline for implementation.

Budget:

- Provide a summary of the budget and resources needed.
- Include a breakdown of costs.

Expected Outcomes:

- Discuss the anticipated results and impact on community health.
- Outline how success will be measured.

Conclusion:

- Summarize key points made in the proposal.
- Express willingness to discuss further or provide additional information.

Thank you for considering this proposal. I look forward to the opportunity to collaborate for better health outcomes.

Sincerely,

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