

****[Your Organization's Letterhead]****

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

****Subject: Proposal for NQF Funding Project****

1. ****Introduction****

- Brief introduction of your organization.
- Purpose of the letter.

2. ****Project Overview****

- Title of the project.
- Brief description of the project goals and objectives.

3. ****Need Statement****

- Explanation of the need for the project.
- Relevant statistics or facts supporting the need.

4. ****Target Audience****

- Description of the population the project aims to serve.

5. ****Project Activities****

- Outline the key activities that will be undertaken.
- Timeline for each activity.

6. ****Expected Outcomes****

- List the anticipated outcomes and impact of the project.

7. ****Budget Overview****

- Summary of the budget and funding requirements.

8. ****Conclusion****

- Reiterate the importance of the project.
- Call to action for support.

Thank you for considering this proposal. We look forward to the opportunity to work with you on this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]