

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Department Name]

University of Toronto  
[University Address]  
[City, Province, Postal Code]

Dear [Recipient's Name],

Subject: Project Proposal for [Project Title]

I am writing to propose a project entitled "[Project Title]" that aims to [briefly state the purpose and goals of the project]. This project aligns with [mention any relevant university initiatives or departmental goals] and will contribute to [explain the expected impact or benefits of the project].

The objectives of this project include:

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

To achieve these objectives, I plan to implement the following methodology:

- [Briefly outline the methods or approaches you will use]

The anticipated timeline for this project is [insert timeframe], and I am seeking [mention any resources needed, e.g., funding, equipment, collaboration] to ensure its success.

I believe that this project has the potential to [explain the broader implications of the project, e.g., enhance knowledge, address a specific problem, contribute to the academic community].

Thank you for considering this proposal. I look forward to your feedback and the possibility of discussing this project further.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Department, if applicable]  
[University of Toronto, if applicable]