

# Submission of Research Proposal for Grant Funding

Date: [Insert Date]

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

[Recipient Name]  
[Recipient's Position]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit my research proposal titled "[Proposal Title]" for consideration for funding under [Grant Program Name]. I am currently a postgraduate student in [Department/Field] at [University Name], and my research seeks to [briefly outline the purpose of the research].

This proposal outlines the objectives, methodology, and expected outcomes of the project, aiming to [describe the significance of the research]. I believe that this work aligns well with the mission and goals of [Grant Provider's Organization].

Enclosed with this letter are the required documents, including the detailed research proposal, budget outline, and my CV. I appreciate your consideration of my application and look forward to the possibility of collaborating with [Grant Provider's Organization] on this important research.

Thank you for your time and attention to my proposal.

Sincerely,  
[Your Name]  
[Your Program/Department]