

Proposal Submission Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Foundation Name]

[Foundation Address]

[City, State, Zip Code]

Dear [Foundation Representative's Name],

I am writing to submit a proposal for funding from [Foundation Name] to support [briefly describe the project or program]. Our organization, [Your Organization], is committed to [describe your mission/vision briefly].

We believe that our project aligns closely with the goals of [Foundation Name], particularly in [mention specific areas of alignment]. The funding of [amount] will enable us to [briefly outline how the funds will be used].

Please find attached the detailed proposal for your review. We are eager for the opportunity to discuss this project further and explore ways we can work together to achieve our shared goals.

Thank you for considering our proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]