

Community Planning Project Submission

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to submit our proposal for the [Project Name] as part of the community planning initiative aimed at [briefly describe the purpose of the project]. We believe this project will greatly benefit our community by [mention benefits].

Enclosed with this letter, you will find the following documents:

- Project Proposal
- Budget Overview
- Timeline of Implementation
- Supporting Letters of Endorsement

We are enthusiastic about the positive impact this project can have and look forward to your feedback. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions.

Thank you for considering our submission.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your Phone Number]

[Your Email Address]