

Letter of CSR Project Outline

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: CSR Project Outline for [Project Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to present the outline for our upcoming Corporate Social Responsibility (CSR) project, [Project Name]. This initiative aims to address [briefly describe the issue or need].

Project Overview

[Provide a brief overview of the project, including its goals and objectives.]

Target Audience

[Describe the target audience and the community that will benefit from the project.]

Project Activities

- [Activity 1]
- [Activity 2]
- [Activity 3]

Expected Outcomes

[Outline the expected outcomes of the project, including measurable results.]

Timeline

[Provide a timeline for the project phases and key milestones.]

Budget

[Summarize the projected budget for the project, including funding sources.]

We believe this project will significantly impact our community and strengthen our commitment to corporate social responsibility. I look forward to your feedback and hope to discuss this further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]