

# Request for Proposal: Therapeutic Assistance Program

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request a proposal for a therapeutic assistance program aimed at [briefly describe the purpose or objective of the program]. Our organization, [Your Organization's Name], is dedicated to [briefly describe your organization's mission and vision].

We are particularly interested in [provide specifics about the type of therapeutic assistance needed, any particular population you wish to serve, and the expected outcomes]. We believe that your expertise in [mention any relevant experience or qualifications of the recipient's organization] would be invaluable in helping us achieve our goals.

We request that the proposal includes the following elements:

- Program overview and objectives
- Target population and outreach strategies
- Implementation timeline
- Estimated budget and funding sources
- Evaluation and reporting mechanisms

We would appreciate receiving your proposal by [insert deadline]. Should you need any further information or wish to discuss this request in more detail, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering our request. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]