

Outreach Letter for Grant Proposal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to you on behalf of [Historical Society Name], an organization dedicated to preserving and promoting the rich history of [Location/Community Name]. We are currently seeking funding to support our upcoming project, [Project Name], which aims to [briefly describe the purpose and goals of the project].

This project will not only enhance our community's understanding of its historical roots but will also engage residents through [briefly describe any engagement activities, workshops, or events planned]. We believe that with your support, we can achieve significant progress in [specific outcomes or impacts of the project].

We would be honored to collaborate with [Recipient's Organization] and would appreciate the opportunity to submit a grant proposal for your consideration. We are eager to discuss how our project aligns with your mission and explore the potential for partnership.

Thank you for considering our request. We look forward to the possibility of working together to enrich our community's historical engagement.

Sincerely,

[Your Name]

[Your Title]

[Historical Society Name]

[Your Phone Number]

[Your Email Address]