

Proposal for Extending Assistance

Date: [Insert Date]

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Agency/Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose an extension of the assistance provided by [Your Agency Name] to [Recipient Agency/Organization]. Over the past [duration], we have witnessed significant positive impacts on our community as a result of our collaboration.

Given the current needs and challenges facing our community, we believe that extending our support will help further enhance these efforts. We propose [briefly outline your proposal - the type and extent of assistance you wish to provide].

I would appreciate the opportunity to discuss this proposal in further detail. Please let me know a convenient time for a meeting, or feel free to reach out to me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Agency Name]