

Proposal for Church Expansion Project

[Your Name]

[Your Position]

[Church Name]

[Church Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose an expansion project for [Church Name] to better serve our growing community and enhance our outreach capabilities.

Project Overview

The proposed expansion includes [brief description of the expansion, e.g., adding a new sanctuary, classrooms, fellowship hall, etc.]. This initiative aims to accommodate our increasing congregation and provide more resources for community programs.

Objectives

- Increase seating capacity for worship services.
- Provide dedicated space for youth and children's activities.
- Enhance community outreach programs.

Budget and Funding

The estimated budget for the expansion is [amount]. We plan to secure funding through [list potential funding sources, e.g., congregation donations, grants, fundraising events].

Conclusion

We believe that this expansion will significantly benefit our congregation and the wider community. We would appreciate your support and any assistance you can provide in making this vision a reality.

Thank you for considering our proposal. I look forward to discussing this project with you further.

Sincerely,

[Your Name]

[Your Position]

[Church Name]