

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Title  
Organization Name  
Organization Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the research proposal I submitted on [submission date] titled "[Proposal Title]." I wanted to confirm that you have received it and to see if you require any further information or clarification.

Thank you for considering my proposal. I look forward to your feedback and am excited about the opportunity to contribute to [specific field or topic].

Best regards,

[Your Name]  
[Your Position/Title]  
[Your Institution/Organization]