

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

Funding Agency Name
Funding Agency Address
City, State, Zip Code

Dear [Funding Agency Contact Name],

I am writing to submit a proposal for funding to support our research project titled "**[Project Title]**." Our team, based at **[Your Institution]**, is committed to investigating **[Brief Description of Research Focus]**.

The primary goal of this research is to **[Outline Objectives]**. We believe that this work will significantly contribute to **[Field of Study or Impact]** and aligns with your agency's mission to **[Agency Mission or Focus]**.

We are requesting a total of **[Amount Requested]** to cover costs associated with **[Briefly List Major Expense Categories]**. Our project timeline spans **[Project Duration]**, and we anticipate sharing our findings through **[Dissemination Plans]**.

Thank you for considering our proposal. We look forward to the opportunity to further discuss how our research aligns with your funding priorities.

Sincerely,
[Your Name]
[Your Position]
[Your Institution]