

# Proposal Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Charitable Foundation's Name]

[Foundation's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about potential funding opportunities available through [Charitable Foundation's Name] for our organization, [Your Organization's Name]. We are committed to [briefly describe your mission and activities].

We believe that our initiatives align closely with the foundation's mission of [mention foundation's mission or interests], and we would like to explore the possibility of submitting a proposal for funding.

If possible, could you please provide us with information regarding your proposal submission guidelines, any upcoming deadlines, and any specific areas of interest you are currently focusing on?

Thank you for considering our inquiry. We appreciate your time and look forward to the possibility of collaborating to make a positive impact in our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]