

# After-School Program Proposal Submission

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization/School Name]

[Address]

Dear [Recipient's Name],

I am writing to formally submit a proposal for our after-school program, [Program Name], designed to [briefly describe the purpose or goals of the program]. Our team has identified a growing need for [specific needs the program addresses] in our community, and we believe that this initiative will significantly benefit students.

The program will include [briefly outline the key features and activities of the program]. We plan to begin the program on [start date] and run it until [end date]. Our targeted participants will be [describe the target audience, e.g., grade levels, number of students].

Attached to this letter, you will find the detailed proposal that outlines the program objectives, curriculum, budget, and evaluation metrics.

We are excited about the possibility of collaborating with [Organization/School Name] to enhance the educational experience of our students. I would be happy to discuss the proposal further at your convenience.

Thank you for considering our proposal. We look forward to your feedback.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]