

# Grant Proposal

**Date:** [Insert Date]

**Your Name**

Your Position

Your Organization

Organization Address

City, State, Zip Code

Email Address

Phone Number

**Recipient Name**

Recipient Position

Foundation Name

Foundation Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to request a grant from [Foundation Name] to support [briefly describe the project or program]. This initiative aims to [state the main goal and its significance].

Our organization, [Your Organization Name], has been actively involved in [describe your organization's mission and past achievements]. With your support, we believe we can [explain how the grant will impact the project].

The total budget for the project is [insert budget amount], and we are seeking [\$ amount] from [Foundation Name]. A detailed budget breakdown is attached for your review.

We hope you will consider our request, and we would be grateful for the opportunity to discuss this proposal further. Thank you for your time and consideration.

Sincerely,

[Your Name]

Your Position

Your Organization