

Grant Proposal Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Funding Organization's Name]

[Funding Organization's Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing on behalf of [Your Organization's Name], a non-profit organization dedicated to [briefly describe your mission and purpose]. We are seeking funding to support our project, [Project Name], which aims to [describe the goals and objectives of the project].

The need for this project arises from [explain the problem your project addresses]. Our proposed solution includes [briefly outline your approach and activities involved in the project]. We believe that with your support, we can make a significant impact in our community.

We are requesting a grant of [amount] to cover [list what the funds will be used for]. We have attached a detailed budget and project timeline for your review.

Thank you for considering our proposal. We hope to partner with [Funding Organization's Name] to achieve [describe the expected outcome or impact]. We are looking forward to the opportunity to discuss this project further and answer any questions you may have.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]