

Extracurricular Project Proposal

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert School Name]
[Insert School Address]

Dear [Recipient's Name],

I am writing to propose an extracurricular project titled "[Project Title]" that aims to [briefly describe the purpose of the project]. This project would greatly benefit our community by [highlight potential benefits or outcomes].

Project Overview

[Provide a brief overview of the project, including goals and objectives.]

Benefits

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Proposed Activities

[Outline the activities that will be involved in the project.]

Budget

[Provide a brief outline of the expected budget.]

Conclusion

I believe that "[Project Title]" will be a valuable addition to our school's extracurricular offerings. I would appreciate your consideration of this proposal and am happy to discuss it further.

Thank you for your time.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]