

# Proposal Submission Letter

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Funding Agency Name]

[Funding Agency Address]

[City, State, Zip Code]

## **Subject: Proposal Submission for [Project Title]**

Dear [Recipient Name],

I am writing to formally submit our proposal titled "[Project Title]" for your consideration under the [Specific Grant Program] funded by [Funding Agency Name]. We believe this project aligns closely with your mission to [briefly state mission or objectives of the funding agency].

Enclosed with this letter, you will find the full proposal, detailing our objectives, methodology, expected outcomes, and budget. Our team is committed to addressing [specific issues or goals related to the grant] and making a significant impact in [target community or field].

We are grateful for the opportunity to apply for this funding and look forward to the possibility of collaborating with [Funding Agency Name] to achieve our shared goals. Should you require any further information or clarification, please do not hesitate to contact me directly.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]