

Letter of Proposal for Climate Adaptation Funds

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Funding Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Subject: Proposal for Climate Adaptation Funds

Dear [Recipient's Name],

We are writing to submit our proposal for the Climate Adaptation Funds. As [describe your organization briefly], we are committed to enhancing resilience against climate change impacts in [specific area/community].

Our project aims to [briefly describe the project objectives and activities]. We believe that with the support of the Climate Adaptation Funds, we can significantly contribute to [describe expected outcomes].

We have attached a detailed project proposal outlining our approach, budget, and timeline for implementation. We are excited about the possibility of collaborating with your agency to address the pressing challenges of climate change in our community.

Thank you for considering our proposal. We look forward to the opportunity to discuss this project further.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]