

# Grant Proposal Cover Letter

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Funding Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit our grant proposal titled "[Proposal Title]" for your consideration. Our project aims to [briefly describe project goals and objectives]. We believe that with your support, we can make a significant impact on [mention the community or specific target group].

We are seeking a funding amount of [specific amount] to [describe what the funds will be used for]. Enclosed with this letter, you will find our detailed proposal outlining the project plan, budget, and expected outcomes.

We appreciate your commitment to [mention any relevant mission or value of the funding organization] and believe that this partnership would be mutually beneficial. We look forward to the opportunity to discuss our proposal further.

Thank you for considering our request. Please feel free to contact me at [your phone number] or [your email address] if you have any questions.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]