

Proposal Submission for Nonprofit Service Offering

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally submit our proposal for [briefly describe the service or project] that we believe aligns with the mission of [Recipient Organization].

Our organization, [Your Organization], has a strong track record of [briefly describe your organization's achievements or focus]. We are committed to [state your mission or objectives related to the service offering].

Enclosed with this letter, you will find our detailed proposal that outlines:

- **Objectives:** [List the main objectives of the proposal]
- **Scope of Services:** [Brief description of the services offered]
- **Impact:** [How the service will benefit the community or target audience]
- **Budget:** [Outline of the budget requirements and funding sources]

We are eager to partner with [Recipient Organization] to achieve our shared goals and make a positive impact in the community. We would be grateful for the opportunity to discuss our proposal in more detail.

Thank you for considering our proposal. We look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]