

# Grant Proposal Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Grant Organization Name]

[Organization Address]

[City, State, Zip Code]

## **Subject: Proposal for Grant to Expand Language Learning Facilities**

Dear [Recipient Name],

I am writing to propose a grant opportunity for [Your Organization] to expand our language learning facilities. Our mission is to provide high-quality language education to [specific target audience, e.g., students, immigrants], and we have identified a pressing need for enhanced resources and capabilities in our community.

The proposed expansion will include the establishment of additional classrooms, the acquisition of new technology, and the recruitment of qualified language instructors. This initiative aims to improve access to language education and foster a more inclusive environment that promotes multicultural understanding.

We are seeking a grant of [specific amount] to fund this project. With your support, we can reach our goal of serving [number] more students annually while significantly enhancing our language programs.

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

Sincerely,

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