

Sample Grant Proposal Cover Letter

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Title]

[Foundation/Agency Name]

[Address Line 1]

[Address Line 2]

Re: Grant Proposal for [Project Name]

Dear [Recipient Name],

On behalf of [Your Organization Name], I am pleased to submit our grant proposal for your consideration. Our project, "[Project Name]," aims to [briefly describe the objective or purpose of the project]. This initiative directly aligns with [Foundation/Agency Name]'s mission to [reference the grantmaker's goal or mission].

Established in [Year], [Your Organization Name] has a proven record of [briefly mention achievements, area of expertise, or target population]. Through this project, we seek to [state intended impact or solution], and we are requesting funding of [amount requested] to support [brief summary of use of funds].

Enclosed with this letter is our full grant proposal, including a detailed project description, budget, and supporting documentation. We appreciate your time and consideration, and we are eager to discuss this opportunity further.

Thank you for your support of [specific cause or community]. Please contact me at [your phone number] or [your email address] for any additional information or clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

Important Notes:

- Always address the letter to a specific person, if possible, rather than using a generic greeting.
- Keep the letter concise—ideally one page.
- Express alignment between your project and the funder's mission or priorities.
- Double-check contact information and include all enclosures referenced.
- Proofread carefully to maintain a professional and respectful tone.