

**Your Name**

Your Title  
Organization Name  
Address Line 1  
Address Line 2  
Email: your.email@example.com  
Phone: (123) 456-7890

Date: June 20, 2024

**Recipient Name**

Title  
Funder/Organization Name  
Address Line 1  
Address Line 2

Dear [Recipient Name],

We are submitting a funding proposal titled “**[Title of Proposal]**” on behalf of **[Your Organization]** to request your support for **[subject/purpose of proposal]**. Our organization is committed to [briefly state the mission or relevant background], and we believe this project strongly aligns with your organization’s goals and values.

In this proposal, we outline our plans to [briefly describe the project, objectives, and expected outcomes]. With your support, we aim to [describe the positive impact or benefits of the project].

Thank you for considering our application. We look forward to the possibility of partnering with **[Funder/Organization Name]** to make a significant difference together. Please do not hesitate to contact us if you require any additional information or documentation.

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]

**Important Notes:**

- Keep the cover letter concise—preferably one page.
- Address it to a specific individual, if possible.
- Clearly state your proposal’s title and purpose.
- Mention how your project aligns with the funder’s mission.
- Maintain a formal and polite tone throughout.
- Include your contact information for follow-up.