

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.