Organization Letterhead

Date

Name  
Title  
Organization  
Address  
City, State, Zip

Dear Name:

The (Your Organization) seeks support of $XX,XXX from the ABC/XYZ Foundation for (seed money, general support, project support, publications support, etc.) of our (special project). [1] We are grateful for the support we received from the ABC/XYZ Foundation in 19XX for (description) and think this new proposal may be of comparable interest to your foundation. [2] We think this project is very much aligned with ABC/XYZ goals in (field of interest, other funded projects or guideline statement).

Our organization, established in XXXX, is serving the (geographical) community with our services: (List). Recently we were honored by (description) for (accomplishment). (Insert one or two other accomplishments of entire organization.)

The project for which we request funds will make a difference in the lives of (such and such clientele) in the following way: (insert specifics of plan). The project will take the X amount of time, X amount of $$$$ and we expect the following concrete results: [a], [b], and [c].

We have received (grant support, contributions, inkind, volunteer, volunteer staff help, etc.) in the early stages. Support the first year will come from [a], [b], and [c] and the project will (be complete at that time or supported in the future by [a], [b], and [c]).

We invite you visit the project and we will call by (date) (or within two weeks) to arrange your visit. We will be glad to submit a full proposal with additional information for your further review.

Sincerely,

(sign)

Your Name  
Your Complete Phone Number