

[NGO Logo]

[Date]

[Title] [Name of Donor Contact]

[Donor Contact Position]

[Donor Name]

[Donor Address Line 1]

[Donor Address Line 2]

[Donor Address Line 3]

Dear [Title] [Name of Donor Contact],

I am pleased to enclose here our proposal on [Project Title] to be implemented by [NGO Name and partners (if applicable)]. We hope this proposal will allow you to come to a decision regarding support for this project in the coming weeks. [NGO Name] requests [requested grant amount] from [Donor Name]'s [Name of specific grant, portfolio, fund, etc. applying to] Fund.

[Mention and past connections to the donor.] We understand [Donor Name] is looking to [donor priority the proposal addresses]. Our project directly addresses this issue.

[Project Title] is a project focused on [short project summary]. With your support, we will be able to [grant's impact] within [project timeframe].

I will be happy to respond to any questions you may have about the proposal. I can be reached at [email address] or [telephone number].

We thank you again for your consideration and look forward to hearing from you soon.

Regards,

[Head of NGO Name]

[Title]

[Relevant Contact Details]

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