Foundation Name
Address
City, State Zip

Dear _____:

The _____ (name) organization is a 501(c)3 nonprofit agency that has taken the lead in providing _____(service) for _____(client type) in _____(location). I am writing to see if you would consider a proposal to _____ (proposed project).

Our organization currently _____ (details)

Our organization would like to _____ (proposed project) because _____(reason/need for project)

Your foundation has expressed a special interest in _____ (relevant area). We hope that you will give our project further consideration.

We estimate the cost of this project to be $ ___.

I will be calling shortly to seek an appointment to discuss this project. In the meantime, would you please mail me your application guidelines and any instructions for preparing a completed request. A copy of our 501(c)3 letter is attached.

Sincerely,
Name of Sender
Organization

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