
Nonprofit Grant Proposal Cover Letter

[Your Name]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date: March 21, 2024]

[Ms. Emily Parker]

[Grant Coordinator]

[Hope Foundation]

[123 Hope Street]

[Cityville, State, Zip Code]

Dear Ms. Parker,

I hope this letter finds you well. My name is Sarah Johnson, and I am writing to you on behalf of the Community Care Foundation, a nonprofit organization dedicated to providing healthcare services to underserved communities in the greater metropolitan area.

I am reaching out to express our sincere interest in applying for funding from the Hope Foundation to support our "Health for All" initiative. The "Health for All" initiative aims to expand access to primary healthcare services for low-income families and individuals who lack adequate medical insurance coverage.

Our organization has identified a pressing need within our community, where many individuals struggle to afford basic healthcare services. Through the "Health for All" initiative, we plan to establish a mobile medical clinic that will travel to underserved neighborhoods, providing free medical consultations, screenings, and preventive care services.

Enclosed, you will find our complete grant proposal, which provides detailed information about our organization, the proposed "Health for All" initiative, budget breakdown, and expected outcomes. We have also included supporting documents, such as our organization's financial statements and relevant certifications.

We understand that the Hope Foundation receives numerous grant applications, and we are grateful for the opportunity to submit our proposal for consideration. We are committed to transparency, accountability, and achieving measurable results, and we welcome any questions or feedback you may have.

Thank you for considering our request for funding. We are excited about the possibility of partnering with the Hope Foundation to create positive change in our community. We look forward to the opportunity to discuss our proposal further and explore how we can work together to make a difference.

Sincerely,

Sarah Johnson Executive Director Community Care Foundation

Enclosure: Grant Proposal