

[Principal Investigator Name]
[Title/Department]
[Institution Name]
[Institution Address]
[Email Address]
[Phone Number]

[Date]

[Program Officer Name, if known]
[Grant Review Committee/Foundation Name]
[Funding Agency Name]
[Agency Address]

**SUBJECT: SUBMISSION OF GRANT PROPOSAL [FUNDING OPPORTUNITY
NUMBER/TITLE]**

Dear [Dr./Mr./Ms. Last Name or Review Committee],

I am pleased to submit the enclosed research proposal entitled "[Full Title of Research Project]" for consideration for the [Name of Grant/Fellowship Program].

The proposed research aims to investigate [Brief 1-sentence description of the central biological mechanism or medical problem]. By utilizing [Primary Methodology/Technology], we seek to [Specific Aim or Expected Outcome]. This work is highly relevant to the [Funding Agency Name]'s mission to [Mission Goal, e.g., improve clinical outcomes in oncology/expand genomic datasets].

The study will be conducted at [Institution Name] within the [Department Name], providing access to [Specific Core Facility or Resource essential to the study]. Our multidisciplinary team, including [Brief mention of key collaborators/co-investigators], possesses the necessary expertise in [Specific Field] to ensure the successful execution of this project.

This proposal has been reviewed and approved by the [Institution] Office of Sponsored Research. We confirm that the research adheres to all ethical guidelines regarding [Human Subjects/Animal Welfare] and that no conflict of interest exists.

Thank you for your time and for the opportunity to have our work reviewed by the committee. We look forward to your response.

Sincerely,

[Principal Investigator Name]

[Title]

[Institution]