

[Your Name/Organization Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Grant Officer Name]  
[Foundation/Agency Name]  
[Address Line 1]  
[City, State, Zip Code]

**RE: Grant Proposal for [Project Name]**

Dear [Grant Officer Name/Grant Committee],

[Organization Name] is pleased to submit this proposal for the [Grant Name] in the amount of \$[Amount Requested]. Our proposed project, "[Project Name]," aims to address critical environmental challenges in [Specific Geographic Location] through [Primary Method: e.g., reforestation, habitat restoration, or waste reduction].

Currently, the [Specific Ecosystem/Environmental Issue] faces significant threats from [Specific Threat]. Our initiative seeks to [Briefly state 2-3 core objectives]. By implementing this project, we anticipate [Specific Outcome, e.g., a 20% increase in native species population or the protection of 500 acres of wetlands].

As an organization dedicated to environmental stewardship, we have a proven track record of [Brief Mention of Past Success]. We believe our mission aligns perfectly with the [Foundation Name]'s commitment to [Specific Goal of the Grantor].

Enclosed you will find our full proposal, detailed budget, and supporting documentation. We look forward to the possibility of partnering with you to preserve our natural resources for future generations. Thank you for your time and consideration.

Sincerely,

[Signature]  
[Typed Name]  
[Title]