

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

[Date]

[Grant Review Committee/Contact Person Name]
[Title, if known]
[Nonprofit Foundation Name]
[Foundation Address]

RE: [Grant Program Name/Reference Number] - Project Title: [Your Project Title]

Dear [Name of Contact Person or "Members of the Selection Committee"],

On behalf of [Institution/Organization], I am pleased to submit this proposal for the [Name of Grant] in the amount of \$[Amount Requested]. Our proposed research project, "[Title of Project]," aims to [briefly state the core objective or scientific problem being addressed].

Research Significance:

[Describe the scientific gap your research fills. Explain how this work aligns specifically with the nonprofit foundation's mission and funding priorities.]

Project Summary:

[Provide a high-level overview of the methodology, expected outcomes, and the potential for broader impact within the scientific community or public health.]

Organizational Capacity:

[Briefly mention the qualifications of the research team and the resources available at your institution to ensure the project's success.]

Thank you for your time and for the opportunity to request support for this vital scientific endeavor. We look forward to the possibility of partnering with [Foundation Name].

Sincerely,

[Signature]
[Typed Name]
[Title]