

**[Your Full Name]**  
[Senior Lecturer Title]  
[Department Name]  
[University/Institution Name]  
[Email Address]  
[Phone Number]

[Date]

[Grant Program Manager/Review Committee Name]  
[Funding Agency Name]  
[Agency Address]  
[City, State, Zip Code]

**RE: Letter of Intent for [Name of Grant/Funding Opportunity] - [Project Title]**

Dear Members of the [Grant Committee Name],

As a Senior Lecturer in the [Department Name] at [University Name], I am writing to formally submit my proposal titled "[Project Title]" for consideration for the [Grant Name]. With over [Number] years of experience in [Research Area/Academic Discipline], my work focuses on [Briefly state core research theme]. This proposal aligns with the [Agency Name]'s mission to [Mention specific goal of the funding body].

The proposed project seeks to address [Specific Problem or Gap in Knowledge]. As a Senior Lecturer, I have developed a robust pedagogical and research framework that uniquely positions me to execute this study. The objectives of this project include [Objective 1], [Objective 2], and [Objective 3]. By leveraging [Specific Methodology or Resource], I aim to achieve [Expected Outcome/Impact].

This initiative not only advances the field of [Discipline] but also provides significant opportunities for [Undergraduate/Graduate] student involvement, reflecting my commitment to integrating high-level research with academic instruction. The institutional support provided by [University Name] ensures access to [Specific Labs/Libraries/Facilities] necessary for the successful completion of this timeline.

I have enclosed the full proposal, budget justification, and curriculum vitae for your review. I look forward to the possibility of discussing how this research will contribute to the ongoing advancement of [Field of Study].

Sincerely,

[Signature]

[Your Printed Name]  
Senior Lecturer in [Department]