**Sample Grant-Proposal Cover Letter**

[Date]

[Name] [Title] [University Name and/or NGO Name currently running activities for teachers and students within the university] [Address] [City, County]

[Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,]

We are requesting $ (Dollar Figure) for a project named [Name] in our University, to be located at (Exact Address and Location). We believe this request fits under Program giving area because (Detail Reasons).

Our vision and mission are (Detail Organization’s Mission and Vision).

This project is needed in our community for the following reasons: (Detail Why is Needed).

With this grant, we will (list of main activities) during (time frame).

This project will serve (Number of Teachers/Students/other people Served) in the University. This project will involve (Number of People/Volunteers Needed) who will implement and develop the project under the guidance of a project coordinator (Name, Position, Faculty, University) and/or University representative. We will collaborate with (Number of Businesses Collaborated With) local businesses and organizations to help us make this project come true.

Please confirm the receipt of this letter. I can be reached at (Email/Phone Number) should you need to get in touch with me and to answer any questions.

Sincerely, [Contact person]

[Title] [Position/Faculty/University]