



AlliedWriters

## Cover Letter Sample 1

### For a Non-Profit Grant Proposal

[Date]

[Full Name of the Program Officer], [Title/Position]

[Name of the Funding Agency]

[Address of the Funding Agency]

[County/City, State and Zip Code]

Dear Mr. /Ms. [Last Name of the Program Officer]:

**WXYZ Foundation, Incorporated** is humbly presenting this grant proposal for your review. This seeks to facilitate the implementation of worthwhile programs and services that would benefit low income families in Texas. On behalf of the foundation, I, Kurt McGregor of Menard City, Texas, am truly grateful for the consideration that you are extending to this project.

**WXYZ Foundation, Incorporated** is a non-profit organization that has been determined to be a charitable tax-exempt organization under section 501 (c) (3) of the Internal Revenue Service (IRS). Its current project, which is earnestly seeking financial assistance amounting \$78,108.00 from your noble organization, is operating in Menard City, Texas. The requested funds would be utilized for the purchase of food supplies for its feeding program, as well as for the implementation of various projects that will benefit low-income families in the city. This would also cover the salaries and wages, health insurance, vehicle insurance, mortgages, and other operational expenses needed by the organization, such as office supplies, maintenance, and communications.

Thank you very much for your time in reviewing this proposal. Knowing the noble goals of this undertaking, I am hoping that your good organization would deem this project considerable to fund.

If you feel there is a need for additional information, please do not hesitate to contact me at 123.456.7890 or send your e-mail to [kurtmcgregor@wxyzfoundation.org](mailto:kurtmcgregor@wxyzfoundation.org). I would be glad to send you the required documentation. Your attention and consideration to this request will be highly appreciated.

Sincerely,

KURT MCGREGOR

President, WXYZ Foundation, Incorporated

*Note: Real company name and specifics are withheld in compliance with non-disclosure agreement.*