

[Your Name]
[Street Address]
[City, ST ZIP Code]
[phone number]
[email]

[Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Name of Project or Grant]

Dear [Recipient Name]:

The [Your Club's Name] is an amateur sport public nonprofit that has taken the initiative to promote an active lifestyle in [Your City] through participation in the sport of ultimate. I am writing to see if you would consider a proposal to increase the amount of exposure and outreach that can be made available to the community.

[For this paragraph list community or club accomplishments]

We believe that we would be able to far increase our [exposure/outreach] through having a [solution to club's problem]. Your foundation has expressed a special interest in [how they are related to your club]. We hope you will give our project further consideration.

We have [List community services and facilities that support the club] pledged to help the club through the near future, establishing a base from which the club can increase community exposure. This can be increased with a cost of [\$cost] in the first year [possible costs in following years]. We are able to cover [#amount of cost] and we would like you to consider a proposal for the remainder.

I will call shortly to set up an appointment to discuss this project. [List any people accompanying you to a meeting with the corporation]. [Mention who has designed the project and if they are able to attend the meeting]

In the meantime would you please mail me your application guidelines and any instructions for completing the grant request? A copy of our 501(c)(3) letter is attached for your review.

Sincerely,

[Your Name]

Enclosure