Because of the interest the \_\_\_\_\_\_\_\_\_\_ Foundation has shown in \_\_\_\_\_\_\_\_\_\_, I am writing to solicit its support for a project that will \_\_\_\_\_\_\_\_\_\_."

This should be followed by a sentence describing the program, the institution, and another one or two concerning the need for and uniqueness of the project.

The body of the letter should consist of three or four paragraphs giving the context or background of the project, its scope and methodology, the time required for its completion, the institutional commitments, and any special capabilities that will ensure the project's success.

A separate paragraph might be given to some of the major categories of the proposed budget, including a rounded total direct cost estimate, and mention of any matching fund or cost-sharing arrangements, either in dollars or in-kind contributions.

The last paragraph could be patterned along these lines:

“Please let me know if you would like to discuss this idea further or have any questions. My contact information is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I look forward to hearing from you soon. Thank you for your consideration."