

## Sample Letter of Intent

This page contains a sample letter of inquiry for approaching a grant-making foundation.

### Your Organization Letterhead

Date

Denis Lowry, Chair  
Grants Advisory Council  
Charlotte Community Foundation, Inc.  
P.O. Box 512047  
Punta Gorda, FL 33951-2047

Dear Mr. Lowry:

The (Your Organization) seeks a grant of \$X,XXX from the Charlotte Community Foundation for support of our (special project). We are grateful for the support we received from the Charlotte Community Foundation in XXXX for (description) and think this new proposal may be of comparable interest to your Foundation. We think this project is very much aligned with the Foundation's goals in (field of interest, other funded projects or guideline statement).

Our organization, established in YYYY, is serving the (geographical) community with our services: (List). Recently we were honored by (description) for (accomplishment). (Insert one or two other accomplishments of entire organization.)

The project for which we request funds will make a difference in the lives of (such and such clientele) in the following way: (insert specifics of plan). The project will take X amount of time, X amount of \$\$\$\$ and we expect the following concrete results: [a], [b], and [c].

We have received (grant support, contributions, in-kind, volunteer, volunteer staff help, etc.) in the early stages. Support the first year will come from [a], [b], and [c] and the project will (be complete at that time or supported in the future by [a], [b], and [c]).

We will be glad to submit a full proposal with additional information for your further review.

Sincerely,

(Sign)

Contact information  
Name, Title  
Address, Phone Number and E-mail Address