

## TEMPLATE PROPOSAL COVER LETTER

[DATE]

[NAME]

[TITLE]

[BUSINESS]

[ADDRESS]

[CITY], [STATE] [ZIP CODE]

Dear [PREFIX] [LAST NAME]:

Thank you for taking the time to meet with me last week. I appreciated having the opportunity to talk with you about [COALITION NAME] and to learn about the current directions of [NAME OF PROSPECTIVE FUNDER]. As we discussed, I am writing to request [NAME OF PROSPECTIVE FUNDER]'s support with a grant of [AMOUNT OF MONEY BEING REQUESTED]. The purpose of the grant is to [PURPOSE OF THE REQUESTED MONEY].

[PARAGRAPH ON THE BACKGROUND OF YOUR PROJECT]

[PARAGRAPH ON THE SUCCESS OF YOUR PROJECT]

[PARAGRAPH EXPLAINING FUTURE GOALS OF YOUR PROJECT]

With this in mind, we ask that [NAME OF PROSPECTIVE FUNDER] supports our continued work to cover all of [STATE]'s eligible uninsured children.

If you have any questions about our project or the enclosed materials, please call me at [PHONE NUMBER]. Thank you for your serious consideration of this request.

Sincerely,