Letter of inquiry template

A one to two page letter of inquiry that introduces your organization and asks a funder to invite a full proposal.

Use this when a funder asks for a short letter of inquiry or expression of interest before a full application. Keep it to one or two pages and follow the funder's own word limits first.

Letter

[Date]

[Funder contact name], [Title]
[Funder name]
[Address or email]

Dear [Funder contact name],

[Organization name] requests the opportunity to submit a full proposal for [program or project name]. We are asking for [$amount] over [time period] to [one sentence on what the money will achieve].

Who we are

[Organization name] was established in [year] to [mission in one sentence]. We serve [who] in [place]. [One verifiable achievement, such as people served last year, from your own records.]

The need

[Two or three sentences on the problem, with one figure from a named, recent source, for example a government statistic. Cite it.]

What we will do

- [Activity 1, with who delivers it and how often]
- [Activity 2]
- [Activity 3]

Expected results

- [Measurable outcome 1, with how you will measure it]
- [Measurable outcome 2]

Why this funder

[One or two sentences linking the project to the funder's stated priorities. Quote their priority wording.]

Budget summary

Total project cost: [$amount]. Request from [Funder]: [$amount]. Other confirmed or pending funding: [sources and amounts].

Thank you for considering this request. I would welcome the chance to discuss it. You can reach me at [phone] or [email].

Yours sincerely,
[Name]
[Title], [Organization name]
[EIN and 501(c)(3) determination letter date]

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