

Cover Letter

Formal proposals include a **cover letter** that summarizes main points of the grant (often taken from the executive summary and statement of need). The cover letter is secondary to the proposal itself. Though the cover letter should be accurate and well written, it does not need to contain *new* information; you can use direct statements from the proposal or executive summary in the letter. By summarizing highlights from the proposal, the letter prepares the reader for the language and ideas that the proposal contains. (See Figure 8.5.)

Formal Proposals

Formal proposals involve considerable research and development. To be successful, the writer (or writers) must have command of the problem and its solution as well as of the formal structure for writing a proposal.

In a proposal, you are detailing a problem and showing how you would solve it. However, often you must first ignite the reader's motivation by showing that the problem

FIGURE 8.5 | Proposal Cover Letter

Can you identify the different parts of the following letter?

Inside Address

The Hoosier Environmental Council
1915 West 18th Street, Suite A
Indianapolis, IN 46202
317-685-8800
hec@hecweb.org

Dateline

June 10, 2004

Salutation

Nina Mason Pulliam Charitable Trust
 222 Monument Circle
 Indianapolis, IN 46207

Ladies and Gentlemen:

Body of Letter

Thank you for reviewing our proposal for the Fall Creek Stewardship Project.

As Indiana's largest environmental organization, our mission is to use *education, advocacy, and citizen empowerment to restore and protect the natural systems upon which life depends*. The Fall Creek Project will achieve that mission by enabling middle school students to become Stream Doctors as they assess Fall Creek's physical, biological, and chemical health. As they prescribe remedies for this vital water system, they will also learn important lessons in effecting social and environmental change.

Our staff has worked diligently to develop this project and create a fit with your organization's vision and mission. Please let me know if there is any other information with which I may provide you. In the meantime, I look forward to hearing your response so that we may implement the Fall Creek Stewardship Project.

Complimentary Closing

Sincerely,

Typed Signature

Tim Maloney
 Executive Director

Title

Reference Initials

db

Enclosure Notation

Enclosure: Fall Creek Stewardship Grant Proposal