

Tip Sheet 7. Sample Letter



Left-justified all



Letterhead logo

Month XX, 2017 or XX Month 2017

Mr./Ms./Dr./ First A. Lastname

Title

Company

Address

City, State zip code

RE: Submitting a proposal (or journal article) entitled, "XYZ"

Dear Mr. or Ms. or Dr. Lastname

(The body of the letter typically comprises three paragraphs. Examples below.)

With this letter, I am submitting a proposal, "XYZ" to respond to the request for proposal (solicitation title, #123). The proposal is written to comply with guidelines suggested by the RFP. Our Research Office will need to review the proposal, and it complies with all regulations for human and animal experimentation.

The budget for this proposal comprises income from institutional support, a matching gift for equipment from a related foundation, and the estimated funds needed to complete the project proposed. Expenses include a detailed list of expenditures for human resources, supplies, facilities, data analysis, editorial services for preparation of the journal article and the final project report. The budget is balanced, showing no excess funds.

I believe that your review and support for this proposal will enable our research team to move knowledge to a closer resolution of the problem under investigation. The results of the research proposed are to be analyzed and published as a journal article then archived in our institutional Scholars' Archive. We believe that this simultaneous approach will preserve our findings from data collection through publication. I look forward to communicating with you about this proposal; my contact information is below.

Sincerely,

CB Chapman

Cynthia B. Chapman, ELS, PMP

Proprietor and Editor

Authors & Editors

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CBC/df

Encls: 1

cc: Institutional Research Office

Dateline

◆ 1 space between
*Full name, title, and
address of the person to
whom the letter is
addressed.*

◆ 1 space between
*Regarding: subject of the
letter*

◆ 2 spaces between
Salutation, the "hello"

◆ 1 space between
Body: 3 paragraphs

—*Introductory
paragraph; indent first
line OR space one line
above BUT NOT BOTH.*

—*Explanatory paragraph
that contains the
argument to support the
proposal or article.*

—*Concluding paragraph*

◆ 1 space between
Complementary close

Signature in cursive

Sender's full name

Title

Company

Address

City, State zip code

Business telephone

Email address

*Initials of writer/ initials
of preparer*

*Number of enclosures
(not of pages enclosed)*

*Copies to: full name of
copies' recipients*



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