[INSERT DATE]

[INSERT ADDRESS]

Dear [INSERT CONTACT NAME],

[INSERT BRIEF INTRODUCTORY PARAGRAPH – Explain the circumstances of your letter, for example responding to a specific funding opportunity announcement (etc.). Include the title of your project.]

**Project Description:** [Insert a short description of the project that summarizes the contents of the LOI and is attention grabbing.]

**Significance:** [Use this section to provide any necessary background information and establish why the proposed project is important and needs to be conducted. This section should include the research team’s hypothesis.]

**Goals and Objectives:** [State one overarching goal for the project followed by objectives that are measurable and if accomplished will lead to the achievement of the proposed goal.]

**Research Methodology:** [Provide a succinct summary of how the above objectives will be conducted. Highlight innovative experimental design, if applicable.]

**Research Team:** [Demonstrate that you and your collaborators have the experience and expertise necessary to successfully complete the proposed project.]

**Research Environment:** [Describe where the research will take place and emphasize the availability of resources that will be important for the success of the project.]

**Proposed Budget:** [Provide an approximate figure and a brief justification.]

**Relevance to Mission:** [Explain how your project will support the mission or research priorities of the organization or agency.]

[INSERT BRIEF CLOSING PARAGRAPH – Conclude with a statement about the potential impact of the proposed research project. Thank the sponsor for their time and consideration.]

Sincerely,