

BASIC LOI EXAMPLE

XYZ Organization
123 Spruce Lane
Los Angeles, California, 94100
director@xyz.org

July 18th, 2017

Linda GoodPerson
Program Director
Ittleson Foundation
456 Pine Lane
Los Angeles, California 94100

Re: ABC Grant

Dear Linda GoodPerson,

This letter has been prepared by the XYZ Organization to announce our intention to apply for the ABC Grant. XYZ Organization is a nonprofit organization focused on providing nonprofits with advice on how to write LOIs. The mission of our organization is to help researchers and nonprofits find and apply to grants.

The purpose of applying for the ABC Grant is to help the XYZ Organization grow it's outreach team and thereby increase the grant-winning potential of over 100 registered 501c3 organizations in the United States.

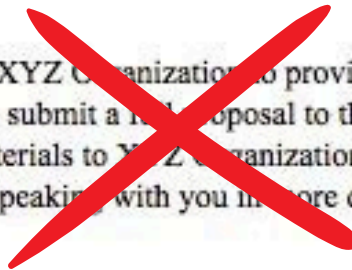
Your generous support will allow XYZ Organization to provide assistance to thousands of more grant-seekers. We'd be honored to submit a proposal to the Good Foundation. Please send an application and any additional materials to XYZ Organization to the email or mailing address listed above. We look forward to speaking with you in more detail about the exciting initiatives we have underway!

Sincerely,

Jim DeGooder
Director, XYZ Organization



A shortened business bio and or shortened capability statement



Too broad



Here we will get into the specifics! What are the specific numbers / prices / metrics? What is the quantity? Exact dollar amount to be allocated towards what expense?