

# Letter Of Inquiry/Letter of Intent: LOI GENERIC FORMAT

**Instructions:** Use Left Hand Side for all information starts; 0.75 margins all around  
**Fonts at 12: Choose between Arial, Times New Roman, Courier New**  
**Use Organization/Project Letterhead if available:**

[\(Return to “LOI Process – So You Want Funding?\)](#)

**(4 spaces between top margin or Letter Head Logo)**

[Sender name – Business Name if appropriate]

Street

City, State, Zip Code]

**(4 spaces between)**

[Date – Spell out month, ex. January 1, 2024]

**(2 spaces between)**

[Recipient name]

[Street

City, State Zip Code]

**(2 spaces between)**

[Salutation – Dear – name of person who will review the letter]

**(2 spaces between)**

[Topic description – why are you writing the letter?]

**(1 space between)**

[Body of the letter]

**(1 space between paragraphs)**

- [Explanation of what your organization is about
- Describes the topic in detail – goals, objectives, importance to the community for a successful completion
- Addresses how your project meets the foundation’s mission and focused priorities]

[Synopsis - Wrapping up the content with why you are seeking funding and that you would like to submit a formal proposal]

**(1 space between)**

[Closing sentence – “Thank you for your consideration of our request.”]

**(2 spaces between)**

[Signature block – Sincerely,]

**(2 spaces between)**

[Your Name]

**(4 spaces between)**

[Signature]

**(1 space between – if phone number is used at this level; otherwise signature is the last line.)**

[Phone contact]