

UNT OFFICE OF CORPORATE AND FOUNDATION RELATIONS

Letter of Inquiry



Date

Addressee

Organization Name

Address

City, State, Zip

Dear _____:

Paragraph 1 – Short executive summary with:

- Name of the organization (UNT)
- Description of project
- How the project fits the funder's mission/purpose/funding interests
- Request for "consideration of grant funding"

Paragraph 2 – Brief Organizational Description:

- Founded in 1890
- Mission statement – advancing educational excellence
- Carnegie Classification Tier One Research University
- 103 bachelor's, 86 master's, 38 doctoral programs
- More than 38,000 students; graduated 9,100 from our 14 colleges/schools last year (*Obtain updated student and graduation stats from facts.unt.edu*)

Paragraph 3 – Statement of Need:

- Need met by your project:
 - Think outside of UNT – The need is NOT funding for supplies or research. Think about what necessitates the research/need in the first place.
 - *Examples might include: prevalence of a disease; widespread poverty/food shortages; cultural gap in local arts community, etc.*
- Target population/demographics? Geographic area impacted?
- Statistical facts; citations; examples

Paragraph 4 – Methodology:

- State the request: *The UNT College of _____ (and/or Department of _____) respectfully requests \$XXX,XXX to fund [program name/research initiative].*
- What are the goals (overarching) and objectives (specific, measurable) of your proposed project?
For example:
 - *Goal: Develop new solutions and treatments to aid in the fight against [disease].*
 - *Objective 1: By May 2020, we will identify ## medicines that target and treat _____.*
- General overview of major activities (1-2 sentences)
- Names and titles of key, highly-credentialed project staff
- Other funding sources (including UNT's skin-in-the-game)

Paragraph 4 – Closing:

- Restate intent of project and relation to foundation’s mission/purpose/funding interests.
- Foundation Relations Contact Information: *For additional information, please contact Brittany Causey, Senior Director of Corporate and Foundation Relations, at Brittany.Causey@unt.edu or 940-565-4550.*
- 1-2 “sign-off sentences” – *“Thank you for considering [project name/research initiative]. Funding from the XYZ Foundation will go a long way in transforming _____.”*

Sincerely,

Name, Title
Organization

TIPS:

- 1-2 pages in length
- Use language from the funder’s website
- Print on UNT letterhead