**Sample of Cover Letter**

Dear Madam/Sir,

On behalf of the *(name of proposed country lead partner institution)*, please find our proposal titled **“XXXXXXXXXX”** in response to the grant Call *“***MAINSTREAMING ECOLOGICAL ORGANIC AGRICULTURE (EOA) INTO AGRICULTURAL SYSTEMS IN AFRICA FOR THE PERIOD 2019-2023 (PHASE II)***”,* **RFA No. EOAI/SDC/BvAT/2020/-07**

The following application documents are attached:

1. Cover letter signed by consortium partner institutions.
2. Applicant’s information (Consortium).
3. Technical proposal for the initiative .
4. Budget for the initiative.
5. Duly filled self-assessment questionnaire

We are grateful for the opportunity and look forward to your assessment.

Kind regards