**Email template**

Dear [program officer/contact name],

My team will be seeking funding from the [program name and solicitation number] program for my project, [project title]. I feel that our proposed research meets the requirements listed in the program solicitation; however, I would like to confirm that my project is a good fit for your program.

Our proposed research will [short summary of hypothesis, objectives and how your proposal will fulfill the NSF review criteria — intellectual merit and broader impacts].

[Add 2-3 sentences providing your background and any co-PI's background and introducing your research program, research goals, etc.].

Thank you for taking the time to provide feedback on whether my proposed research aligns with your program's objectives. I look forward to your response.

Best,

[Your name]