

# Funding Request for Tech Research Grant

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Funding Organization/Grant Agency]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request funding for our research project titled "[Project Title]," which aims to [briefly explain research goal, e.g., develop new technologies, improve systems, etc.]. This project is critical for [briefly mention importance, e.g., advancing the field, addressing specific issues, etc.].

We are seeking a grant of [specific amount] to cover [briefly outline intended use of funds, e.g., materials, personnel, equipment, etc.]. Our team, consisting of [mention team members and their qualifications], is well-equipped to execute this project successfully.

We believe that our research aligns with [mention the funding organization's goals or mission], and we are eager to contribute to [mention broader impact of research]. Enclosed are the detailed project proposal and budget for your review.

Thank you for considering our request. We look forward to the possibility of working together to advance technology research. Please feel free to contact me at [your phone or email] for any further information.

Sincerely,

[Your Name]  
[Your Position]