

Technology Grant Request

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Grant Provider's Name]

[Grant Provider's Title]

[Grant Provider's Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

I am writing to you on behalf of [Your Organization], a non-profit organization dedicated to [briefly describe your mission and the target community]. We are seeking funding to enhance our technological capabilities to better serve our community.

Our organization has been actively involved in [describe your programs/services] and with the increasing demand for our services, we recognize the urgent need to upgrade our technological infrastructure. We aim to [briefly state goals that the grant will help achieve, such as improve efficiency, enhance service delivery, etc.].

We are requesting a grant of [amount] to fund [briefly describe the technology needs, e.g., software, hardware, training]. Our proposed project includes [overview of the project, timeline, and expected outcomes].

We believe that with your support, we can make a significant impact in our community. Thank you for considering our request. We would be happy to discuss our proposal in further detail and provide any additional information you may need.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]