

# [Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## [Donor's Name]

[Donor's Organization Name]

[Donor's Address]

[City, State, Zip Code]

**Dear [Donor's Name],**

We hope this letter finds you well. I am writing on behalf of [Your Organization's Name], a nonprofit organization dedicated to [briefly describe mission and vision]. As we strive to enhance our services, we are seeking financial support for our technology initiatives.

In the digital age, technology plays a crucial role in [explain how technology helps your organization's mission]. With your support, we aim to [specific goals, such as upgrade software, purchase new hardware, or train staff].

We are requesting a funding amount of [amount] to [explain what the funds will be used for]. This investment will significantly impact our ability to [describe the benefits and outcomes of the project].

We would be honored to partner with [Donor's Organization Name] to bring about positive change in our community. Attached to this letter, you will find more detailed information about our organization and the proposed project.

Thank you for considering our request. We would love the opportunity to discuss this further and explore how we can work together. Please feel free to contact me at [your phone number] or [your email address].

Warmest regards,

[Your Name]

[Your Title]

[Your Organization's Name]