

# Funding Request for School Technology Upgrade

Date: [Insert Date]

To: [Donor's Name]  
[Donor's Organization]  
[Address]  
[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. I am writing to request funding to support our upcoming technology upgrade event at [School Name]. As you know, technology is an essential component of modern education, and we believe that enhancing our students' access to advanced tools and resources will greatly improve their learning experience.

We are aiming to raise [specific amount] to purchase [specific technology items or services], which will benefit our [number of students] students. Our event is scheduled for [date of event], and it will include workshops, demonstrations, and opportunities for community members to engage with the technology we hope to introduce.

Your generous support would help us ensure that our students are equipped with the skills and knowledge necessary for their future endeavors. We would be grateful for any contribution you can make and would be happy to acknowledge your support during the event and in our promotional materials.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email] for any questions or further information.

Sincerely,

[Your Name]  
[Your Position]  
[School Name]  
[School Address]  
[City, State, Zip Code]