

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the IT infrastructure development grant offered by [Organization Name]. Our organization, [Your Organization Name], is dedicated to [briefly describe your organization's mission and objectives].

We seek funding to enhance our IT infrastructure, which is vital for achieving our goals more effectively. Specifically, we plan to [briefly outline the key components of the project, such as upgrading hardware, implementing new software, or improving network capabilities].

We believe that with this grant, we can significantly improve our services and outreach, allowing us to better serve our community and overall mission.

Thank you for considering our application. We are hopeful for the opportunity to partner with [Organization Name] to advance our IT capabilities. Please find attached our detailed proposal for your review.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization Name]