

Technology Grant Acceptance

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your application for the [Specific Technology Grant Name] has been approved. On behalf of [Your Organization's Name], we congratulate you on this achievement and appreciate your commitment to enhancing your organization's impact through technology.

The grant amount of [Grant Amount] will be allocated towards [Brief Description of How Funds Will Be Used]. We believe that this funding will significantly contribute to [Describe the Expected Outcomes].

Please find attached the grant acceptance form. We kindly ask you to sign and return the document by [Deadline for Response] to complete the acceptance process. Additionally, we request that you provide a detailed project timeline and a budget breakdown by [Additional Deadline if Applicable].

We are excited to support [Organization Name]'s initiatives and look forward to seeing the positive impacts of this grant. Should you have any questions, please feel free to reach out to us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]