

# Proposal for Hosting a Literacy Tutoring Workshop

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to present this proposal for a Literacy Tutoring Workshop aimed at enhancing reading and writing skills among [specific target group, e.g., children, adults, etc.]. The objective of this workshop is to provide personalized tutoring sessions that cater to the diverse needs of participants in our community.

## Workshop Details

- **Title:** Literacy Tutoring Workshop
- **Date:** [Proposed Date]
- **Location:** [Proposed Location]
- **Duration:** [e.g., One week, every Saturday]
- **Target Audience:** [Specify audience]

## Objectives

- To improve literacy skills among participants
- To encourage a love for reading and writing
- To provide resources and support for learners

## Budget Overview

The estimated budget for this workshop is [insert budget amount]. This includes venue rental, learning materials, refreshments, and facilitator fees.

## Conclusion

We believe that this Literacy Tutoring Workshop will make a significant impact in our community and promote lifelong learning. We look forward to the opportunity to discuss this proposal further and collaborate for a successful event.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]