

# Letter of Request for Support

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request your support in expanding our reading resources at [Your Organization]. As you know, access to diverse and high-quality reading materials is essential for fostering a love for reading and improving literacy among our community members.

Currently, we face limitations in our inventory, which hinders our ability to engage readers of all ages. We believe that enhancing our reading resources would significantly benefit our programs and the families we serve.

We would greatly appreciate your assistance in gathering additional support, whether through donations, partnerships, or guidance on available grants that align with our mission. Your expertise and commitment to literacy initiatives make you an invaluable ally in this endeavor.

Thank you for considering this request. I am looking forward to the possibility of working together to make a positive impact on our community's literacy.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]