

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Title]

[Organization/School Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request enrollment for [Child's Name] in the Literacy Intervention Program for the upcoming [school year/semester]. As [he/she/they] has been facing challenges with reading and writing, I believe this program will provide the essential support needed to improve [his/her/their] literacy skills.

[Child's Name] is currently [insert relevant details about the child's age/grade], and despite [his/her/their] efforts, [he/she/they] has not made the progress that we were hoping for. [Add any specific examples or concerns that highlight the need for intervention.].

I am confident that the specialized instruction and resources offered through your program will greatly benefit [him/her/them]. I would appreciate the opportunity to discuss this matter further and explore how we can work together to support [Child's Name]'s learning journey.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]