

# Request for Donation to Support Literacy Programs

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Donor's Name],

I hope this letter finds you well. I am writing to you on behalf of [Organization Name], an organization dedicated to improving literacy rates among underserved communities. Our mission is to provide access to quality reading materials and tutoring support to children and adults who desperately need it.

We believe that literacy is a fundamental skill that opens doors to opportunities and empowers individuals to improve their lives. However, our programs are often limited by budget constraints, and we are seeking the generous support of community-minded individuals like you to continue our vital work.

We kindly request your financial assistance in the form of a donation to help fund our upcoming literacy initiatives, including book distributions, tutoring sessions, and community workshops. Your contribution will directly impact lives and help foster a love for reading.

Enclosed with this letter, you will find a brochure that outlines our programs and impact over the past year. We would be thrilled to discuss this with you further, and we would be grateful for any support you can provide.

Thank you for considering our request. Together, we can make a difference in the lives of many aspiring readers.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]