

# Funding Request for Digital Literacy Program

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request funding for our Digital Literacy Program, aimed at equipping [target audience, e.g., low-income families, seniors, etc.] with essential digital skills necessary for thriving in today's technology-driven world. Our program seeks to bridge the digital divide and empower individuals to access online resources for education, employment, and community engagement.

We are seeking a grant of [specific amount] to cover the costs of training materials, instructor salaries, and necessary equipment. Our program has already shown positive results in pilot sessions, with participants reporting increased confidence in using technology.

Your support can make a significant difference in our community. We believe that together we can foster a well-informed and digitally capable population.

Thank you for considering our request. I look forward to the opportunity to discuss this further.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]