

Request for Digital Literacy Grant Funding

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding for a digital literacy program that aims to empower individuals within our community by enhancing their skills in technology and digital communication. Our organization, [Your Organization's Name], has identified a significant gap in digital literacy among [specific demographics or community], and we believe that with your support, we can make a lasting impact.

The proposed program will include workshops, resources, and ongoing support for participants, focusing on essential digital skills such as internet navigation, cybersecurity awareness, and proficiency in productivity software. We have outlined a detailed budget and a projected timeline for the program's implementation, which I have attached for your review.

We believe that providing access to digital literacy training is crucial in today's technology-driven society, and your investment will help bridge the gap for many individuals seeking to enhance their skillset.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]