

Dear [Donor's Name],

I hope this letter finds you well. As a valued supporter of our mission to promote literacy and education in our community, I am reaching out to share an exciting opportunity to expand our literacy program.

Over the past year, we have seen incredible progress in our literacy initiatives, helping over [number] individuals improve their reading and writing skills. However, due to high demand and limited resources, we are unable to reach all those who need our support. We believe that together, we can create lasting change.

We are launching an expansion plan that aims to increase our program capacity by [percentage or number]. With your generous support, we can provide additional tutoring sessions, develop new educational materials, and extend our outreach to underserved populations.

We invite you to join us in this critical endeavor. By contributing a major gift of [specific amount], you can make a significant impact on the lives of many and help us foster a literate community for generations to come.

We would love the opportunity to discuss this further and explore how your gift can help us achieve our goals. Please feel free to contact me at [your phone number] or [your email address]. Thank you for considering this important request.

With gratitude,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]