

Donation Request for Reading Scholarship

[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 hope this message finds you well. I am writing to request your assistance in supporting a crucial initiative aimed at promoting literacy among young students through our Reading Scholarship program. This scholarship provides underprivileged children with the resources they need to enhance their reading skills and foster a lifelong love of learning.

As we prepare for the upcoming academic year, we aim to raise [specific amount] to fund these scholarships. Your generous contribution will help us provide books, educational materials, and personalized tutoring for the children in our community.

We believe that every child deserves the opportunity to excel academically, and with your support, we can make a significant impact on their educational journey. Our program has already changed the lives of many, and we are excited to expand our reach.

Thank you for considering our request. I would be glad to discuss this initiative further and explore how we can work together to promote literacy among our youth. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]