

Request for Support in Improving Literacy Access

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Organization], a non-profit dedicated to enhancing literacy access in our community. We recognize that literacy is a fundamental skill that empowers individuals and strengthens communities, yet many in our area still face significant barriers to accessing quality literacy programs.

In our recent assessment, it became clear that [specific challenges or issues related to literacy access]. To combat this, we are seeking your support in [specific request, e.g., funding, resources, partnership]. Your expertise and commitment to [specific field/issue] would be invaluable in helping us to address these challenges.

We believe that by collaborating with your organization, we can create effective solutions that will lead to improved literacy outcomes for our community members. We would greatly appreciate the opportunity to discuss this further and explore ways we can work together.

Thank you for considering our request. I look forward to the possibility of collaborating with you to enhance literacy access in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]