**[School Address] [Date]**

**[School contact number]**

Dear Sir or Madam

Request for assistance for parent programme to improve literacy

We are making every effort to improve the literacy levels at our school as we know this is essential for our children’s and our country’s future. It is our experience that while parents are eager to help their children, they often do not have the necessary knowledge and skills.

This is why our school now offers the Wordworks Home-School Partnerships programme to Foundation Phase parents every year. A team of teachers, who have attended Wordworks training, voluntarily facilitate the course for parents after hours and Wordworks, which is a local non-profit organization ([www.wordworks.org.za](http://www.wordworks.org.za)), provides us with materials.

Through this programme, parents and caregivers who may have missed out on educational opportunities themselves, learn to support their children’s learning through practical activities and resources that they can use at home. We have found that the programme builds stronger relationships between our school and the families we serve. We have seen how children of participating parents gain confidence, participate more in class and make progress in reading and writing.

This year we expect **[number]** parents and caregivers to take part in the weekly 2½-hour workshops over 8 weeks. We are, however, short of funds and are approaching local businesses for their support and would be very grateful if you would consider donating [**specify what you require**] to assist us to deliver a successful programme.

We look forward to hearing from you.

Yours sincerely

**[Add name]**

**[Add phone number]**

**[Add email]**