[Add your logo here if you have one]

 *[Date]*

Dear Sir or Madam *[or use name of manager/ relevant person here if you know it]*

**Request for assistance for Wordworks Ready Steady Read WriteProgramme**

Wordworks is a non-profit organisation that seeks to support and improve the literacy and language development of children from disadvantaged communities. Since 2005, they have been working with children, parents, teachers and community members delivering targeted programmes designed to support the early acquisition of reading and writing skills.

Under the Ready Steady Read Write Programme, reading centres are set up in schools, libraries and community premises to provide extra lessons in reading and writing for children aged between 5 and 8 years. The sessions are run by tutors, who work with the pairs of children for a minimum of six months. Each week, the hour-long lesson includes discussing and reading a new book, writing and playing word and sound games. This tried and tested approach enables rapid progress over relatively short periods of times in a fun and stimulating environment. Evaluations have shown that at schools where the programme is being delivered, increasing numbers of children are reading and writing at the expected grade level.

We are pleased to be running this programme at *[name of venue]* in *[name of community]*, and are seeking the support of local businesses. About *[xx]* children are currently benefiting from the weekly lessons offered by a team of *[yy]* tutors. We have limited funds and need a range of resources and materials for the programme to be delivered successfully. We would be very grateful therefore if you would consider donating *[stationery OR reading books OR funding to pay modest stipends to volunteer tutors from the local community]*.

We would sincerely value your support and partnership in our endeavours, so that together we might play a part in transforming the lives and futures of vulnerable children.

Please do call us on *[add phone number]* if you would like to discuss this request. To find out more about Wordworks, you may like to visit their website at www.wordworks.org.za.

We very much look forward to hearing from you.

Yours sincerely

*[Name]*

*[Number]*

*[Email]*