**[Your Name]**  
[Your Title]  
[Your Organization]  
[Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
  
[Date]

**[Contact’s Name]**  
[Contact’s Title]  
[Company/Foundation Name]  
[Address]  
[City, State, ZIP Code]

**Dear [Contact’s Name],**

I am reaching out on behalf of [Your Organization] to request your support in a critical initiative aimed at enhancing literacy and educational opportunities for [students or library patrons] in our community. [Deploy bullet point heartstring-pulling narratives to drive home the urgency and the need]:

* For Stephen, who has a learning disability, lack of access to inclusive literacy tools means he will fall behind his peers and fail to meet his reading-level benchmarks, impacting outcomes later in life. He will experience employment limitations, health disparities, and increased likelihood of dropping out of school.
* Rita, an adult English Language Learner (ELL) originally from Mexico, will benefit from an audiobook technology that promotes both reading and pronunciation, improving her workplace readiness and her employability in her adopted country. As a single mother with two children, she wants to provide a solid foundation for her children by modeling success.
* [Add final bullet with funding/impact data. Example: Our school’s 3rd grade reading benchmark is XYZ below every other school in the district and our educational technology budget will on cover XYZ amount. We need to supplement XYZ amount to improve our access to critical literacy tools that are shown to improve our students’ reading levels]

As part of our ongoing efforts to equip local [schools or libraries] with the tools necessary to foster learning and literacy, we are seeking financial contributions to purchase audiobook technologies and other essential educational technology.

**Our Mission**

At [Your Organization], we are committed to bridging the educational technology gap for students and teachers [or librarian and library patrons] in [City or Region]. With educational resources evolving rapidly, it has become imperative for students [or patrons] to have access to a variety of learning tools. Unfortunately, many schools and libraries in our community lack the resources to provide these technologies, leaving students [and/or community members/patrons] without access to crucial devices that can enhance their reading, comprehension, and overall academic performance.

**Why Audiobook Technologies and Educational Tools Matter**

Audiobook technologies have been shown to improve literacy rates, especially among struggling readers, students with learning disabilities, and English language learners. The availability of audiobooks enables students to access the same texts as their peers, fostering inclusion and equal learning opportunities. Educational technologies, such as interactive devices and audiobooks also serve to broaden access to diverse materials, promote engagement, and offer personalized learning experiences.

Through your generous support, we will be able to equip local [schools or libraries] with the technology they need to ensure all students—regardless of background or ability—have the chance to succeed.

**The Impact of Your Contribution**

A gift from [Company/Foundation Name] would make an immeasurable difference in the lives of local students. Here are some of the direct benefits your donation could provide:

* **$1,000** will fund the purchase of [ X number of Playaway] audiobooks for classrooms or libraries.
* **$2,500** will allow us to provide educational audiobook and digital learning resources [Wonderbooks, Playaways, Launchpads, Whazoodles] for [X] students.
* **$5,000** will enable us to implement a comprehensive audiobook program that can reach up to [X] schools, students, or libraries.

Every dollar invested in these technologies will help bridge the educational divide and foster an environment where all students have equal access to the tools that will help them thrive and achieve.

**How You Can Help**

We invite you to join us in this important effort by making a tax-deductible contribution to our initiative. Your support will not only make a tangible impact on local students [or community members/patrons] but will also align with your [donating company’s or foundation’s] commitment to supporting educational development and community enrichment.

Additionally, if there are any opportunities for your company’s employees to get involved—whether through volunteer efforts or additional matching gift programs—we would be more than happy to explore those as well.

Please find enclosed a detailed breakdown of the project and a pledge form to facilitate your donation. If you would like to discuss this opportunity in greater detail, or if you have any questions, please do not hesitate to contact me at [phone number] or via email at [email address].

We truly appreciate your time and consideration. With your support, we can ensure that the next generation of students [or community members] has the tools they need to succeed both in the classroom and beyond.

Thank you in advance for your generous support.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]

Enclosures: [Project breakdown, etc.]

**Some tips for customizing this letter:**

1. **Personalize the Introduction**: If you know the person you’re sending this to, use their name and any relevant connection to make it more personalized.
2. **Donation Options**: Adjust the suggested donation levels based on your needs. The numbers used here are just examples. Although, this type of letter usually works best for smaller requests in amounts of $10,000 or less.
3. **Impact Metrics**: Include more specific data regarding how your organization or initiative has positively impacted students or library patrons in the past, if applicable.
4. **Matching Gifts**: If your organization has relationships with matching gift programs or partnerships with specific companies, mention this to further incentivize corporate participation.