TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Business proposal letter

Dear Ms. Atwater,

Orchard Middle School is pleased to present this proposal for your review. We look forward to partnering with you to provide a reading intervention program for our students with poor reading skills called Read to Succeed! Orchard Middle School has over 50 at risk students with a reading performance of at least two years behind their current grade level. The objective of the Read to Succeed! program is to help all students with poor reading skills learn to read at grade level and increase their reading speed, comprehension, and reading attention span.

During the last year, we have been piloting the Read to Succeed! program with a small group of students with poor reading skills and have seen dramatic improvements with most of the students increasing their reading ability by one to two grade levels. The Read to Succeed! program provides students with access to assistive reading systems, along with training for classroom teachers and reading specialists.

We have seen measurable success and we are now seeking to expand our Read to Succeed! program to address the needs of all the at risk students in the Orchard Middle School. Our proposal requests $16,504 in funding to obtain the software, hardware, and training necessary to equip the Orchard Middle School resource room with five assistive reading systems, each including a computer, scanner and assistive reading software.

We appreciate **[Foundation]**  taking an interest in helping our students develop their reading skills through our new reading program! Please give me a call at **[Phone]**  if you require any further information or have any questions concerning this proposal.

Thank you,

Jennifer Hazelton