

Dear Sir

### A REQUEST FOR FINANCIAL SUPPORT

The teacher of nursery II, solicit for funds to buy books for my class pupils, because the class lacks books for lifelong learning. I intend to get 10 books before the beginning of 2<sup>nd</sup> term, I ran short of funds because books are expensive. These books will be required to build pupils interest in reading, learning of new words, and improvement of oral language among others. I appeal for the sum of ~~₦~~10,000 from you sir. These books will be used in teaching other subjects.

Sir, it will be my utmost joy if my request is looked into.

Yours sincerely

To the proprietress

Dear Sir,

REQUEST FOR FUND FOR PURCHASE OF CHILDREN'S BOOK

We the teachers of nursery 3 class are requesting for the sum of ₦ 50,000 to purchase children's book for literacy corner. Some of the children are lacking reading materials and are been left behind in the class activities.

The books are to help the children in developing their reading skills and to help in preparing them for the upcoming exams into the primary section.

We the teachers and pupils of nursery 3 class will appreciate if our requests are granted.

Yours faithfully

The principal,

Dear Sir,

Application for the request of fund

We the nursery three teachers wish to request for amount of ₦ 30,000 in the school account that enable us to buy literary materials to the children, with this it will enable the children to read effectively, which will enhances their literary skills. We hope our request will be taken into consideration.

Thanks

Yours faithfully

The Parent Teachers Association

Dear Sir/Ma,

We hereby wish to apply for the sum of thirty thousand naira (~~₦~~ 30,000) to enable us buy reading books for nursery II (two) pupils, the books needed are twenty books.

The books, when brought, it will enhance their learning capacity like pronunciation of words, understanding story, based on pictures books, learning sound and letters etc.

Once the money is given it shall be used for the purpose it is meant for.

We hope our application will be considered.

Yours faithfully

The principal

Dear Sir/Ma,

Application for the Request for Children Story Books

We write to apply for the request of money to purchase children's story books.

The books and money request are as follows:

- ₦ 100,000
- 50 books at the rate of 2,000

Also, these books sir, will be source from different publishers within and outside the country.

Furthermore, these books will be of great and immerse importance to the children in the following

- Interest in reading.
- Learning new word.
- Developing these developmental domain, sociality, physically, cognitively and emotionally.

Lately, children are the leaders of tomorrow.

We will be glad if our request is granted.

Thank you sir for your consideration

Yours sincerely

Faculty of Education

### LETTER FOR FUNDING

We write this letter to source and solicit your kind support in cash or in kind to raise the sum ₦250,000 only for the purchase of children's story book and literature materials. This story ranges from folk tales, picture book, and novels etc. in total, we will be needing an estimate of 200 book in all the categories above.

There is a need to raise a community of readers which is one of the needs we aim at meeting, again we have noticed the tremendous benefits this book will have on both the students and teachers alike, among which are creating literary awareness, social competence and good reading habit.

We trust that this request meets with your approval as we will be anticipated to learning from you. Thanks.

Yours faithfully

Business

Dear Sir/Ma,

#### REQUEST FOR FUNDS FOR STORY BOOKS

I wish to request to request for funds, with request to the title for the provision of literary materials for children, storybook to be précised. These books are needed to improve the literary awareness of children in my school and to enhance their reading skills. We solicit for funds or donation for ten (10) storybook of different categories. We need a minimum sum of ₦ 10,000.

If granted this request, it will go a long way in improving reading habits in children and the community at large and also make teaching effective. It will also go a long way in improving the good name of your organization as all credit will go to you and also parents will be very appreciative of your gesture.

I hope this request will be granted duly.

Yours faithfully

Parents Teachers Committee

### LETTER OF REQUEST FOR FUNDS

In respect to the above, we write to solicit for financial assistance from the committee; to enable us acquire picture books for the Nursery library.

This is due to our recent discovery that the school is enhanced with academic textbooks which does not instill love for lifelong learning in the pupils, therefore we will love to buy trade books and get the pupils involve in reading for fun, rather than reading for exams and other academic purpose, such books are colorful books with pictures and text for young readers, and mostly comes in interesting children's stories.

In request to that, we will appreciate if the committee can raise the sum of ₦20,000 (twenty thousand naira) to purchase at least 15 (fifteen) books for the library; this will go a long way in cultivating a good reading habit in our pupils.

We are anticipating hearing from your kind response. Thanks you and God bless you.

Yours faithfully