Dear valued community members,

I hope this letter finds you well. I am writing to introduce the Metropolitan Development Council's (MDC) Digital Literacy Program and to explore the possibility of partnering with you to host our program in your community. We believe that this collaboration can greatly benefit our community members in gaining essential digital skills and preparing for the workforce and higher education.

**About the Metropolitan Development Council's Digital Literacy Program:**

Our program comprises two distinct courses aimed at catering to individuals with varying levels of computer proficiency:

1. **Beginner Computer Classes:**
	* Duration: 3-4 hours per class (back-to-back) for 4 weeks, Monday thru Friday
	* Content: Basic computer functions, computer safety, exploration of career and college opportunities
	* Purpose: To equip participants with fundamental computer skills, enabling them to be workforce and college-ready
2. **Advanced Computer Classes:**
	* Duration: 3 hours per class for 3 weeks, Monday thru Friday
	* Content: Technical computer usage, in-depth exploration of Microsoft suites and applications, introduction to Python coding
	* Purpose: To provide participants with advanced computer skills and technical proficiency

(MDC will be providing staffing to teach these courses)

**Program Scheduling:**

We offer flexibility in program scheduling to accommodate community needs. Classes can be held during both morning and evening time frames. For example:

* AM Classes: 9:00 AM to 1:30 PM
* PM Classes: 5:45 PM to 9:00 PM

(Please note these are example times and not times that are set in stone, we are more than willing to accommodate a more appropriate time)

**Frequency:**

We are seeking a community partner that can host our program four times a year, allowing us to serve a wider audience and meet the increasing demand for digital literacy in our community.

**Our Requirements:**

The Metropolitan Development Council will provide all necessary equipment and staffing for program operation, including internet access if required. What we are seeking from our community partner is space, chairs, and tables to accommodate our participants comfortably.

**Benefits of Hosting the Program at your location:**

By partnering with MDC to host our Digital Literacy Program, your community will have the opportunity to:

1. Contribute to the community's digital literacy and education.
2. Strengthen your location's role as a community hub.
3. Promote workforce readiness and educational opportunities for your community members.
4. Build positive relationships within the community by addressing essential needs.

**Device Gifting Initiative:**

In addition to our Digital Literacy Program, we are excited to introduce a device gifting initiative that aims to bridge the digital divide within our community. Recognizing that access to technology can be a significant barrier to digital literacy and economic mobility, MDC is committed to providing participants with the necessary devices free of charge and without any prerequisites.

**Devices to be Provided:**

We plan to gift the following devices to program participants:

1. **Hotspots:** To ensure access to the internet, enabling online learning and job searches.
2. **Laptops:** To empower individuals with their own personal computing devices.
3. **Cell Phones:** To facilitate communication and access to resources.
4. **Tablets:** To offer flexibility in accessing educational materials and applications.

Our device gifting initiative is aimed at removing financial barriers and ensuring that everyone in our community has the opportunity to benefit from our Digital Literacy Program.

**Benefits of Hosting the Program and Device Gifting at your location:**

By partnering with MDC to host our Digital Literacy Program and device gifting initiative, your community will have the opportunity to:

1. **Make a Profound Impact:** You will contribute significantly to the community by addressing both the need for digital literacy education and the lack of access to essential technology.
2. **Empower Individuals:** By providing devices, you will empower individuals to enhance their skills, seek employment, and pursue educational opportunities.
3. **Strengthen Community Ties:** This initiative will foster goodwill and strengthen relationships within the community.
4. **Demonstrate Commitment:** you can showcase its commitment to community enrichment and empowerment.

We believe that our program aligns with the values and mission of your establishment to support and empower the community. We are excited about the potential collaboration and would welcome the opportunity to discuss this further at your earliest convenience.

Please let us know your availability for a meeting or any additional information you require. We look forward to the possibility of working together to enhance digital literacy and educational opportunities in our community.

Thank you for considering our proposal, and we hope to hear from you soon.

Sincerely,

Josh Resnick

Financial Aid Access and Support Program Coordinator

Metropolitan Development Council

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