

[Name]

[Phone]

[Email]

March 30, 2026

Mecklenburg Martyrs

1234 Maple Street Charlotte, NC 28262

Dear [Funder Name],

Mecklenburg Martyrs respectfully submits this Letter of Inquiry to request \$75,000 in support of a new career development initiative designed to help unemployed and underemployed Mecklenburg County (NC) adults improve workplace literacy skills and gain sustainable employment. Since 2019, Mecklenburg Martyrs has provided career readiness services that have equipped 2,000+ individuals with the skills and confidence needed to achieve employment and long-term financial stability.

Organization Description

Mecklenburg Martyrs is a tax-exempt nonprofit organization founded in 2019 by former business professors committed to serving their community. The organization supports adults facing barriers to employment, including low income, limited digital literacy, and lack of job readiness skills. With a staff of five full-time employees and over 20 volunteers, Mecklenburg Martyrs serves more than 50 individuals monthly and maintains a 90% success rate in helping participants retain employment.

The Need

Despite a strong regional economy, approximately 33,000 Mecklenburg County residents remain unemployed or underemployed due to skill gaps in workplace literacy, digital skills, and access to resources. These individuals lack the knowledge to navigate modern hiring systems, prepare an optimized resume, and understand online application platforms. A large percentage are not aware that they possess life skills that are marketable. Combined, their circumstances present significant barriers to employment and long-term financial stability.

Project Description

To address this need, Mecklenburg Martyrs is seeking to standardize its career development curriculum – previously delivered one-on-one – into a structured 8-week workforce development program serving classes of (15) participants. The Mecklenburg Martyr Career Classroom will operate in five concurrent cohorts, allowing MM to serve 450 individuals over a 12-month period. Participants will receive training using career assessments, resume and cover letter development, digital literacy, interview preparation, job placement support, and financial literacy. Mecklenburg Martyrs collaborative partnerships with local community businesses and networks will offer access to professional attire, financial education, internet connectivity, job prospects and mentorship resources. The project's goal is to increase MM's efficiency and increase the number of adults we can serve by:

- Developing a 8-week program for groups of (15) participants using proven MM curriculum for individuals

- Enrolling and matriculating (450) adults within 12 months, improving their employment literacy scores by 75% pre- versus post.
- Achieving a 60% participant employment placement rate within 90 days of graduation.
- Attracting and leveraging (3) new community partners or volunteers to assist with job placement support or training in employment skills.

Volunteers and full-time employees of Mecklenburg Martyrs will use career and workplace literacy assessments and follow up at 6-month and 12-month intervals to track project success and employment rates.

Mecklenburg Martyr's Career Classroom will expand access to our successful and award-winning employment strategy, empowering more participants to secure meaningful jobs, achieve financial stability – and improve the local economy. We invite your team to visit our facility and meet some of the local residents who now are experiencing success in the workplace. Their stories will inspire you as they do us every day.

We look forward to the opportunity to share a full proposal with you so that together, we can transform more lives from despair to gainful, fulfilling employment. Thank you for your time and consideration.

Sincerely,
Lou Blackburn, Executive Director
Mecklenburg Martyrs