<Date>

<Your Name>

<Your Organization’s Name>

<Street>

<City, State Zip>

Dear <Name>,

Do you remember your favorite book from childhood? Have a special memory of stories being read to you at night? Early reading experiences can change a child’s life and helping kids build literacy skills can be one of the most important things we do to inspire lifelong learners. Join us to raise money to support children’s literacy in our community.

*Alternative first paragraph*: In the U.S., 25 million children cannot read proficiently. Some children do not have access to books in their home or would benefit from having additional resources in school. The nation is facing a literacy crisis and we are hoping to contribute to the solution right here in our own community. Join us to raise money for this important cause.

<Your Organization Name> is holding <Event Name> to raise money to bring a Reading Is Fundamental program to our <school, library, community>. The money we raise will go to <identify the specific program(s) and what it offers>. We are so excited to bring the community together to work to get books and literacy materials into the hands of children who need them.

We hope you’ll join us for our fundraiser <details as appropriate when, where, time>.

Reading Is Fundamental, the nation’s leading voice for children’s literacy, provides opportunities for children select books to own, offers free online resources to support popular book titles, and works with communities across the country like ours to solve the nation’s literacy crisis.

<Insert a paragraph about your organization here.>

Thank you for helping children develop a passion for reading!

Sincerely,

<Signature>