<Date>

<Your Name>

<Your Organization’s Name>

<Street>

<City, State Zip>

Dear <Name>,

<Insert name of your organization> is partnering with Reading Is Fundamental, the largest children’s literacy nonprofit in the U.S. to raise money for <describe your local reading program. Note: *If you can provide a specific success story and describe what your program does, who benefits, and how. Local impact numbers help paint a picture for funders*.>

We are dedicated to continuing this work to ensure that all children have access to books they can keep and literacy resources that will help them learn to love reading and help them on the path to success. You can help. Please consider donating to <your organization name>, where your contribution will support our work to inspire kids. <Insert specific information about how you’ll apply the donations, if there is a specific project, school, group, etc.>

You may donate <insert the ways you will accept donations, including online, by phone, by check, or by text. Include addresses, numbers, etc. here.>

If you’re interested in getting more involved, <include information about upcoming events, your mailing list, volunteer opportunities, and ways to contact you.>

Thank you in advance for your contribution.

<Signature>