

Donation Request for Book Fair Event

Dear [Donor's Name],

I hope this message finds you well. We are excited to announce that [Organization/School Name] will be hosting its annual Book Fair on [Date]. This event aims to promote literacy and a love for reading within our community.

To make this event a success, we are reaching out to generous individuals and businesses like yours to request donations of books or financial support. Your contribution will directly help us provide a wide selection of books for attendees and foster a love for reading among children and adults alike.

We greatly appreciate any support you can offer. Donations can be dropped off at [Location] or arranged for pickup by contacting us at [Phone Number] or [Email Address]. Your kindness will not only benefit our book fair but will also leave a lasting impact on our community.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Organization/School Name]

[Contact Information]