

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am reaching out to you on behalf of [Your Organization/Group Name, if applicable]. We are dedicated to promoting literacy and fostering a love for reading among children in our community.

We have observed a significant need for children's books in local schools, as many students lack access to diverse and engaging reading materials. To address this issue, we are launching a donation drive to collect new and gently used children's books for [School's Name]. Our goal is to provide each student with the opportunity to explore the joys of reading and enhance their educational experience.

We kindly request your support in this initiative. We would greatly appreciate it if you could consider donating books suitable for children of various ages and interests. Any contributions, whether large or small, will make a tremendous impact on the students.

If you would like to participate, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We would be more than happy to arrange a convenient time for pick-up or drop-off of your generous donation.

Thank you for your attention to this important matter and for your continued support for the education of our children. Together, we can help foster a lifelong love of reading.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Organization/Group Name, if applicable]