

Request for Donation of Books

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Role] at [Your Organization/School Name]. We are currently launching a reading initiative aimed at encouraging literacy and a love for reading among children in our community.

As part of this initiative, we are seeking to build a diverse collection of books suitable for children aged [insert age range]. We would greatly appreciate it if you could consider donating books that align with our goal of fostering a positive reading environment.

Your support will not only help us achieve our objectives but also inspire young readers to explore the world of literature. We are specifically looking for [list types of books you need, e.g., storybooks, non-fiction, educational materials].

If you are interested in contributing, please feel free to contact me at [Your Email Address] or [Your Phone Number]. We would be happy to arrange a time for pick-up or drop-off at your convenience.

Thank you for considering our request. Together, we can make a significant impact on the literacy rates in our community.

Sincerely,

[Your Name]

[Your Position/Role]

[Your Organization/School Name]

[Your Contact Information]