

# Summer Reading Program Participation Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Program Coordinator's Name],

I hope this message finds you well. I am writing to inquire about the Summer Reading Program offered by [Organization/Library Name] for [Year]. My [son/daughter/ward], [Child's Name], is very enthusiastic about reading and would love to participate in the program this summer.

Could you please provide me with further details regarding the program, including the eligibility criteria, registration process, and any scheduled events? Additionally, I would appreciate any information on suggested reading materials and how participants are encouraged to engage throughout the program.

Thank you for your time and assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]