

Summer Reading Program Registration Checklist

Dear [Parent/Guardian's Name],

We are excited to announce the Summer Reading Program for [Year]! Please follow the checklist below to ensure your child is registered and ready to participate:

Registration Checklist

- Complete the registration form (attached).
- Provide a copy of your child's library card.
- Include a payment of [amount] (if applicable).
- Choose your preferred reading sessions:
 - Session 1: [Dates]
 - Session 2: [Dates]
- Indicate any dietary restrictions or allergies (if applicable).
- Submit the checklist by [deadline date].

If you have any questions, please feel free to contact us at [contact information]. We look forward to a summer filled with fun and reading!

Sincerely,

[Your Name]

[Your Title]

[Library/Organization Name]

[Contact Information]