

# Summer Reading Program Registration Request

Date: [Insert Date]

To: [Program Coordinator's Name]  
[Library/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Program Coordinator's Name],

I hope this letter finds you well. I am writing to request registration for the upcoming Summer Reading Program at [Library/Organization Name]. My child, [Child's Name], is eager to participate and enhance their reading skills over the summer.

We understand that the program is designed to encourage a love for reading and provide engaging activities suitable for children of various ages. As such, we believe that this initiative will greatly benefit [Child's Name].

Please let us know the necessary steps to complete the registration process and any pertinent information regarding the schedule, required materials, or fees associated with the program.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]