

# Dear [Recipient's Name],

We are excited to announce our upcoming book donation campaign, which will take place from [start date] to [end date]. Our goal is to collect gently used books for children and adults in our community.

Here's how you can help:

- Gather your gently used books that you no longer need.
- Drop them off at [location] during our designated collection hours.
- If you prefer, you can also arrange for a pickup by contacting us at [contact information].

Your contributions will make a significant difference in the lives of many individuals looking for access to reading materials. We appreciate your support in spreading the joy of reading!

Thank you for your generosity!

Sincerely,

[Your Name]

[Your Organization]

[Contact Information]