

# Reminder: Upcoming Book Donation Deadline

Dear [Recipient's Name],

This is a friendly reminder that the deadline for your book donations is approaching fast! We appreciate your support and generosity in helping us promote literacy in our community.

**Deadline:** [Insert Deadline Date]

Please ensure that your donations are delivered to our designated drop-off location by the specified date. Your contributions make a significant impact!

If you have any questions, feel free to reach out to us at [Contact Information]. Thank you for your continued support!

Best Regards,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]