

Letter Template for Reading Comprehension Resources Distribution

Date: _____

To: [Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. We are excited to inform you about the distribution of reading comprehension resources aimed at enhancing the literacy skills of our students. These resources have been designed to engage students and promote a deeper understanding of the text.

The materials will include:

- Reading worksheets
- Comprehension questions
- Guided reading strategies
- Assessment tools

Please come to our distribution center on [date] between [time] to collect the resources. If you have any questions or need further assistance, feel free to reach out to us at [contact information].

Thank you for your continued dedication to our students' literacy development.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]