
Free-To-Read

Donor Inquiry Letter

Giving directly to your community's classrooms without overhead costs



Principal's Office

Name of School: _____

Street Address: _____

City, State, Zip: _____

Date: _____

Dear Principal:

I am interested in donating \$_____ to your school for the Free-To-Read program. If you are not familiar with this community based program, a general overview and all necessary procedures and forms, for receiving donations, are provided at the internet website: www.FreeToRead.org

I would like your assistance in finding a teacher at your school whose classroom could benefit from a Free-To-Read donation. The donation is to be used exclusively by the teacher to purchase children's literature books for their classroom. I would prefer to donate to a teacher just beginning his or her career or to one who has recently transferred into your school and has not yet created a children's literature library for his or her classroom

Please discuss this donation with the teacher, to be sure he or she understands and accepts the terms and conditions of the donation. Then, please use the form letter provided in the Principal's Section of the FreeToRead website, to mail me the name of the teacher you select. For your convenience I have enclosed a copy of this letter for your response. Once I receive your response, I will mail a check in the name of your school, directly to the teacher you name. Once the teacher receives the check, she/he will hand-carry it to your office for deposit. Thank you in advance for helping me make this classroom donation.

If you do not respond within the next 21 days, I will escalate this request to your Superintendent's Office.

Sincerely,

My Name is: _____

My Mailing Address: _____

My City, State, Zip Code: _____

Free-To-Read

Principal's Choice Letter

Giving directly to your community's classrooms without overhead costs



Donor Name _____

Address _____

City, State, Zip _____

Date _____

Dear Donor:

I received your letter and have selected the classroom of _____ to receive your donation. To complete your donation, please use the instructions and *Donation Form Letter* found in the *DONOR'S SECTION* of the www.FreeToRead.org website. At the website you will be instructed to make out your check in the name of the school and mail it and the *Donation Form Letter* directly to the above-named Teacher, using the school's address printed below.

I want to assure you that all of your donation will go directly to the purchase of children's literature books in the classroom and no other direct or indirect fees will be charged. If, at some point in the future, this Teacher leaves or is transferred to another school, the books purchased with your donation will stay here with the classroom.

On behalf of the students at my school, I want to thank you for your donation to the Free-To-Read program.

Sincerely,

Principal

Mail the *Donation Form Letter* and Check to:

Teacher's Name: _____

School Name: _____

Street Address: _____

City, State, Zip Code: _____