
Free-To-Read

Purchase Notification Letter

Giving directly to your community's classrooms without overhead costs



Donor Name _____

Address _____

City, State, Zip _____

Date _____

Dear Donor:

Using your donated money, I have made a Free-To-Read book purchase. I have attached a copy of the Free-To-Read *Money Monitoring Sheet* that includes the details of this purchase, as well as updates of the total number of books purchased to date, the average cost per book, and the total amount of your donated funds remaining for future purchases. I have also attached a photocopy of the sales receipt from the current purchase.

Sincerely,

Teacher's Name: _____

School Name: _____

School Street Address: _____

City, State, Zip: _____