

Your Organization's Letterhead

Dear Friend,

We are once again planning our annual book drive to be held on DATE at LOCATION. Last year, this drive raised over \$ _____ making it possible for us to continue offering important programs within our community.

We are asking for monetary donations to support this drive as well as donations of books. All money raised will be used to fund XYZ Program which benefits INSERT SPECIFIC DEMOGRAPHIC.

If you are interested in making a donation, you can do so by using the enclosed donor envelope. If you wish to donate books, we will be happy to pick up your donation.

Feel free to give us a call at insert telephone number with any questions or concerns. We thank you in advance for your support!

Best Regards,

Name

Title