

SAMPLE LETTER

You can highlight and copy the text and logo below then paste to a Word doc and adjust as needed.



contact name
organization name
address
city/state/zip

date

Dear contact - consider researching this through the org's website or email,

Enclosed you will find a unique check for \$ amount, given in honor of the students and staff at school name in city/state. I am hoping you will coordinate a special thank you for the young contributors who made this donation possible.

As a published children's author, I organized an Authors for Earth Day school visit on April 22nd to celebrate literacy and raise money for conservation. I agreed to donate my speaking fee for the day to one of my favorite conservation organizations as determined by a vote of the students at the school. In preparation, all of the classrooms (# students, grades ex: k-6) researched five "nominees" to cast informed ballots and, I'm delighted to report that on the day of my visit, organization won as the donation recipient!

Authors for Earth Day strives to empower students to use their "voice" as voters and as writers, and we encourage (organization) to connect with these young community members to expand the educational value of this unique experience. I hope you will send the students a thank you letter for their support. If you are also able to provide copies of your organization's publications for the school's library collection, I know the children and teachers will be most appreciative!

Here is the school contact information:

_____ contact person name, phone, email____
_____ school name_____
_____ address_____
_____ city. state, zip_____

Visit www.authorsforearthday.org for more details on our annual multi-author event and thank you for helping us help you—we are pleased to support the efforts of those organizations that protect the planet, its people, nature and wildlife!

Warmest regards,

author name
book titles
address
city/state/zip