

Dear [NAME],

I am excited to announce that [INSERT “I” OR NAME OF COMPANY/PROGRAM] will be participating in Middlesex United Way's 2018 Day of Action. This year, United Way is hosting a community wide book drive for preschool students to ensure they are ready to learn by school entry and reading at grade level by the end of 3rd grade.

The books collected will be distributed to local preschools (public and private) throughout Middlesex County. Our office is excited to join in on the action. We will be collecting books from now until June 21st.

You can bring your books to [INSERT SPECIFIC INFORMATION ABOUT DROP OFF LOCATION OR ASSEMBLY EVENT] by June 21. These books should be for children ages 2 to 5, and the flyer has suggested books included.

Once all books are collected at [INSERT DROP OFF LOCATION], I will coordinate to get them to United Way. I hope you will join me in this effort to help ensure children in Middlesex County are ready for kindergarten. Please let me know if you have any questions.

[Email Signature]