

INTRODUCTION TO UNITED WAY LITERACY KIT DRIVE



United Way of Greater Richmond & Petersburg



Dear [NAME],

I am excited to announce that [insert "I" or name of company/program] will be participating in **United Way's Literacy Kits Supply Drive** with United Way of Greater Richmond & Petersburg. We are collecting books and supplies for United Way Literacy Kits. The kit will include information to empower parents and supplies to empower children to be ready for school and read on grade-level by third grade.

We are Collecting:

- Composition Notebooks
- Blunt Scissors
- Glue Sticks
- Play-Doh
- Crayons
- Pencil Sharpeners
- One book.
Suggested titles are "Kindergarten, Here I Come!", "Curious George's First Day of School", and more.

You can bring your books and school supplies to [insert specific information about drop-off location or assembly event] by [insert your deadline]. I will coordinate bringing the supplies to United Way.

I hope you will join me in this effort to help children succeed in school. Please let me know if you have any questions.

[insert email signature]