
Free-To-Read

Donation Acknowledgment Letter

Giving directly to your community's classrooms without overhead costs



Donor Name _____

Address _____

City, State, Zip _____

Date _____

Dear Donor:

I received your letter dated _____ and donation check for the amount of _____ dollars. I have given the check to my Principal and the funds are now ready for my use. The next discounted book sale begins on _____ and I expect to make the first children's literature book purchase at that time. I have told my students about your donation and that it means they will be able to have new books to read. The students are excited and we are making a list of new books they want to read.

I want to assure you that all of your donation will go directly to the purchase of children's literature books and no other direct or indirect fees will be charged. If, at some point in the future, I leave this school or am transferred to another school, the books purchased with your donation will stay here with the classroom.

Just as soon as I make the first book purchase, I will mail you a Purchase Notification Form Letter and a Money Monitoring Sheet, reporting the progress I have made. On behalf of my students, I want to thank you for your donation to the Free-To-Read program. You may use this letter as evidence of your tax-deductible contribution.

Sincerely,

Teacher's Name: _____

School Name: _____

School Street Address: _____

City, State, Zip: _____