

Sample letter from child

[Date]

Dear [Grandma/Grandpa/Auntie/Family Friend],

Will you please support me in my school's Read-a-thon?

The money I raise will support art, science, music programs and more at PS163.

I am committed to reading _____ minutes or more during the month of April, and I will keep track of the total minutes I read. A flat donation of \$5-\$50 will help me reach my personal goal of raising \$_____ or more!

I appreciate any amount you are able to send!

The easiest way to donate is online:

- Enter your donation amount
- Indicate you are donating on behalf of me, and include [insert child's class and teacher]

If you make a donation online, please also be sure to forward a copy of the emailed donation receipt to my family so I know to record the donation on my Read-a-thon log.

Or you can mail a check to me, payable to _____, before March 18, 2022.

Thank you for helping me to reach my goal!

Love,

[name]

Sample letter from guardian

[Date]

Dear Friends and Family,

[Insert child's name] is currently participating in PS 163 Elementary School's Read-a-thon to help raise money for her school's art, science, and chess programs, and for classroom teacher support. [Child's name] has committed to reading [insert amount] minutes during the Read-a-thon and she's doing great! The Read-a-thon continues until March 18th.

If you are interested in sponsoring [child's name] in the Read-a-thon and helping her to meet her fundraising goal (even a little bit goes a long way!), you can donate online

- Enter your donation amount
- Indicate you are donating on behalf of [child's name], and include [insert class number and teacher name]

If you make a donation online, please also be sure to forward a copy of the emailed donation receipt to me so [child's name] knows to record the donation on her Read-a-thon log.

Thank you so much for your support.

Sincerely,

[parent's name]