

Formal Book Donation Letter to a School

Subject: Donation of Books to Support the School Library

Dear Principal,

I hope this message finds you well. I am writing to formally inform you of my intention to donate a collection of books to your school library. These books cover a variety of genres, including literature, science, and history, aimed at enriching the reading experience of your students.

I believe that reading is a fundamental part of education, and I am pleased to contribute to your school's effort in encouraging a strong reading culture. The books are in excellent condition and have been carefully selected to suit the age and interests of your students.

Please let me know a convenient time for the donation delivery or if there are specific guidelines to follow. I would be happy to coordinate with your staff for a smooth handover.

Thank you for your time and for maintaining such a valuable institution of learning.

Warm regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/book-donation-letter>