**[SAMPLE EMAIL TO TELL GROUP/WORKPLACE ABOUT DRIVE]**

I am excited to announce that [COMPANY/GROUP NAME] will be participating in Rappahannock United Way’s “Ready to Learn” Book Drive this spring.

We will be collecting new and gently used books to be given to Head Start students preparing for kindergarten. We’ll also collect books that will be given to local lower income children in our region to help prevent the “summer slide”, where students without access to books fall behind on reading over summer vacation.

Please donate! You can purchase new books (check out the [Amazon wish list here](http://tinyurl.com/RUWWishlist)) or bring in gently used books to donate. We’re looking for books for young children – specifically four and five year olds. Please bring your books to [COLLECTION POINT] before [DEADLINE DATE] so that I can coordinate getting the collected items to United Way.

If you’d like to learn more about RUW’s Book Drive, or if you’d like to volunteer to read in a classroom, please visit <http://www.rappahannockunitedway.org/bookdrive>. Thank you for supporting reading & learning in our area!

**[SAMPLE EMAIL TO TELL GROUP/WORKPLACE ABOUT DRIVE and SORT]**

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Please donate! You can purchase new books (check out the [Amazon wish list here](http://tinyurl.com/RUWWishlist)) or bring in gently used books to donate. We’re looking for books for young children – specifically four and five year olds. Please bring your books to [COLLECTION POINT] before [DEADLINE DATE].

We’ll also be sorting the books to get them ready for distribution. If you’d like to help with that step, [INCLUDE INFO ON SORT TIME/DATE, LOCATION and HOW TO SIGN UP].

If you’d like to learn more about RUW’s Book Drive, or if you’d like to volunteer to read in a classroom, please visit <http://www.rappahannockunitedway.org/bookdrive>. Thank you for supporting reading & learning in our area!