

(This letter can be sent by email or by mail)

Dear Elementary School Principal,

I am pleased to inform you that the **(Your Club)** Rotary Club has agreed to provide Dictionaries to third grade students and their teachers in your school this year. We hope that you are in agreement with us that this is a very worthwhile project.

Our goal is to distribute these dictionaries to your schools sometime in October. Therefore, we are planning to place our book order very soon. It would be helpful if I could have the following information to assist us in planning.

1. Total number of third grade students and teachers in your school this year.
2. Your preference for method of distribution of dictionaries (classroom(s), morning assembly)
3. Any dates that are not acceptable for dictionary distribution (I know that third graders will be taking achievement tests in early Oct but exact dates for those and other conflicts would be good to know so we can avoid those dates)
4. Name of your preferred primary contact person(s) to contact to set up the dictionary distribution

Thank you in advance. Please contact me via email (xxxx@xxxxx.xxx) or phone (**xxx-xxxx**) if you have any questions.

Sincerely,

(Your Name),
(Your Club) Rotary Club Dictionary Project Coordinator