

## Sample Letter to Families from Book Fair Coordinator

**Modify this letter to use as a cover letter for the Book Fair flyer.**

[Date]

I'm delighted to announce that we have a new fund-raiser, a Book Fair arranged through Parenting Press. This program offers us a wonderful opportunity to buy the children's and parenting books we want—and to generate funds to [insert what you're raising funds for]. The more books we order, the greater the contribution to our fund-raising!

The attached flyer describes more than 20 of the Parenting Press publications that are available. In addition, we can order any of the books listed on Parenting Press's web site (see [www.ParentingPress.com](http://www.ParentingPress.com)) or in its printed catalog. If you're not familiar with Parenting Press, this is a 25-year-old Seattle company that is still owned by its founders, a couple who are committed to high-quality, carefully written books that you'll refer to over and over and over again.

Please invite your friends, relatives and neighbors to join this Book Fair. Additional copies of the attached flyer can be downloaded from [www.ParentingPress.com/bookfair/flyer.pdf](http://www.ParentingPress.com/bookfair/flyer.pdf).

To ensure that our books will be delivered before [insert approximate date], I need your orders by [insert your deadline]. Please use the order form on the back of the attached flyer to list the books you'd like. Make your check payable to [name of your school or organization]. Do not make your check payable to me or to Parenting Press.

Because this is a special order program, the books we order cannot be returned or exchanged unless they are damaged when I receive them.

For more information, please contact me at [insert phone number and e-mail, if available].

Sincerely,

[signature]

[typed name]

Book Fair Coordinator