A picture containing text

Description automatically generated

**[Affiliate Name]**

[Date]

[Name of Superintendent]

Superintendent

[Name of District] School District

[Address]

[City], Arkansas [Zip Code]

Dear [Superintendent’s Title and Last Name],

[Affiliate Name] is an independent affiliate of Dolly Parton’s Imagination Library, the world’s preeminent early childhood book-gifting program. Through Imagination Library, we mail one book a month to children under age five living in [name of county or area] at no cost to families. Children who participate in Imagination Library score significantly higher than their peers in reading comprehension and vocabulary measures in kindergarten and second and third grade.

Since Imagination Library became available in [name of county or area] in [year affiliate was founded], a total of [number of total books mailed to date] books have been mailed to [name of county or area] children. We are pleased that [current number of children enrolled in this school district zip code(s)] children living in the [name of district] School District currently participate in Imagination Library.

[Affiliate name] seeks to partner with school districts in [name of county or area] to: (1) continue to provide high-quality books to currently enrolled children until their fifth birthday and (2) increase the number of participating children from [current percentage to goal percentage] to increase early childhood literacy in your school district.

* The annual cost per child for Imagination Library is $25.
* Affiliates raise funds locally for the cost of books and mailing.
* [Affiliate name] currently spends $[insert amount] annually for books for children living in the [district name] School District ([number of children currently enrolled] x $25 per year).

On behalf of [affiliate name], we respectfully request that [district name] School District partner with us by providing **$[dollar amount]** for the 2021-2022 school year to cover half of the total cost of children in [district name] School District who are currently enrolled in Imagination Library ([number of children] children x $12.50 = $[total amount]). [Affiliate name] will be responsible for raising the remaining funds. Our partnership will allow [affiliate name] to maintain and grow enrollment among children in [district name] School District and ensure that we can consistently serve children enrolled in Imagination Library.

[Superintendent Name]

[Date]

Page Two

According to R.I.S.E. (Reading Initiative for Student Excellence) Arkansas, having books in the home is a better indicator of educational success than a parent's education. Arkansas Department of Education Commissioner Johnny Key has endorsed Dolly Parton’s Imagination Library (DPIL), and the Arkansas Department of Education suggests DPIL as a community partner for R.I.S.E.

I have taken the liberty to attach the following:

1) A letter of support for Dolly Parton’s Imagination Library from Commissioner Key; 2) current Imagination Library book list; 3) details about the program’s return on investment; 4) a Memorandum of Agreement between [affiliate name] and [district name] School District; 5) an annual invoice for books; and 6) more information about Dolly Parton’s Imagination Library.

Thank you for considering this request. I would be happy to speak to your school board about the program and answer any questions that you may have.

Please contact me at [phone number] or via e-mail at [email address] for additional information.

Sincerely,

[Name of Affiliate Program Coordinator]

Program Coordinator, [Affiliate name]

Enclosures