



contact name

organization name

address

city/state/zip

date

Dear contact (consider researching this through the org's website or email),

Enclosed you will find a unique check for \$ amount, given in honor of the students and staff at school name in city/state. As a published children's author and participant in Authors for Earth Day ([www.authorsforearthday.org](http://www.authorsforearthday.org)), I organized a special school visit to celebrate literacy and support environmental education. I agreed to donate \_\_\_% of my speaking fee to one of my favorite conservation organizations, as determined by a vote of the students. In preparation, I sent five nominee organizations of my choosing. The classrooms (# students, grades ex: k-6) researched them all to cast informed ballots and I'm delighted to report that, on the day of my visit, organization won the donation!

While the donation receipt should come to me, I strongly encourage you to connect with your young community supporters. Can you please coordinate a thank you for the students who made this donation possible? If you are also able to provide copies of organization publications for the school's library collection, I know the children and teachers will be most appreciative! Perhaps you will even consider announcing this donation through your member newsletter or magazine, which would help us spread word of our program.

Here is the school contact information:

contact person name, phone, email

school name

address

city. state, zip

Authors for Earth Day empowers students to use their voices for positive change. Through the generosity of A4ED authors, young readers have already directed nearly \$44,000 in contributions to almost 60 conservation organizations worldwide! Thank you for caring for our blue planet.

Warmest regards,

author name

book titles

address

city/state/zip