Subject line: Book drive for children’s books

Dear (clinic staff, community members, literacy loving donors etc),

<<Clinic name>> is hosting a book drive for children’s books. These books will be displayed in our waiting and exams rooms, given to siblings of patients and at “sick” visits. Donated books can be for children of all ages (you could change text if you only want a specific age range here).

<< Clinic name>> is proud to be one of more than 260 clinics with a Reach Out and Read program in Wisconsin. Please review [Reach Out and Read Wisconsin's](https://www.chawisconsin.org/early-literacy/) book guidelines below to ensure that all books donated are high quality, appropriate for any child visiting our clinic and support our work to promote a love of reading to last a lifetime.

**Books should be:**

* In excellent condition (like new: covers and pages intact, clean and unmarked pages)
* For infants through teenagers (young adult fiction)
* Free of any advertising for a product, TV show, movie, etc.
* Not include themes such as death, religion, holidays, medical issues, divorce or abuse, etc.

**Please drop your books off:**

* From start date to end date
* location.