Dear [*Superintendent, School Name, etc*.],

This coming Fall, September 6th is National Read a Book Day, and I would like to help your school celebrate!

As a [*farmer, rancher, etc ]* I would like to come read a book about agriculture to a classroom during National Read a Book Day, and to share about my career in agriculture with your students. Specifically, I would like to schedule a [*45- to 60-minute presentation*] with one [*Kindergarten- to 5th-grade*] classroom. During the presentation, I will:

* Read an **educational children’s book** related to agricultural practices
* Conduct a **hands-on educational activity** that relates to the children’s book, and addresses the value of agriculture in our daily lives

**[Optional text]** We would also like ask your permission to photograph portions of the visit to capture this experience. Please let us know if this is possible, and if so, distribute the attached photo release to students.

Thank you for your consideration in celebrating National Read a Book Day! Please let us know a time on September 6th when we can plan a visit.

In the meantime, please feel free to contact me if you have any questions at all.

Best regards,

**FirstName LastName**

Title

Company

Address

Address

Telephone

Telephone2

e-mail

website