*RIF Sample Letter for Teachers*

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_,

Hello! My name is \_\_\_\_\_\_\_ and I am your Reading is Fundamental volunteer this school year! Book’em is partnered with your school to provide books and reading volunteers throughout the year, and I am excited to be paired with your classroom. [Please feel free to include information about yourself in this email here.]

I would love to set up a time to have my first visit with your students! [Insert your schedule], so let me know what works for you in the upcoming weeks and we can plan a time for me to come in. My visits will be about a half hour long, and include me reading to your students and providing a book for them to take home.

Before my visit, please let me know if you have any book recommendations for books students might enjoy, or books that I can read to the class—if you have any. I am looking forward to getting started! Thank you so much for your time!

Sincerely,

[Your name]