

Company Name

This street
This city, This state Zip
phone / email

Today's Date

Wonderful Library Person
My Favorite Library
This street
This city, This state Zip

Hello:

My name is [name], and I own [name of shop]. I am participating in the *Needle and ThREAD: Stitching for Literacy Bookmark Challenge*, a nationwide program celebrating needlework and literacy.

I will be collecting hand-stitched bookmarks from needleworkers from March 20 through May 8, and plan to donate them to a library or school during Children's Book Week, May 12-18. My hope is that the bookmarks can be given to children to encourage them to read, or as a reward for reading accomplishments.

Would you be interested in receiving the bookmarks?

Optional: Might you also be interested in hosting a stitching event?

I would be happy to meet with you to discuss details and begin making plans. I look forward to this program and hope you will be a part of it.

Sincerely,

[Signature]