

# Sample email seeking volunteers

Dear colleagues,

As you know, (company name) believes that we have the ability to make a difference in our community and are dedicated to serving our city and its residents. With this in mind, we've chosen to participate in Read Houston Read, a literacy effort organized by the Houston Independent School District (HISD).

For 30 minutes to an hour, once a week, volunteers read to a child who may not otherwise have the opportunity. Reading aloud to children has been proven to stimulate language and cognitive skills, expand vocabulary and give at-risk children a "head start."

How can you participate? Sign up to volunteer with (company name)'s team and donate time once a week teaching a child to read. Please advise your supervisor of your wish to volunteer, then register at [www.connect4literacy.org/ReadHoustonRead](http://www.connect4literacy.org/ReadHoustonRead). You can mentor in-person or online.

If you would like more information, contact HISD at 713-556-7200.

Thank you.