

Date

Superintendent or Principal
School District or School
Street Address
City/Town, State Zip Code

Dear *Superintendent or Principal*:

The Dictionary Project is a nonprofit organization based in South Carolina that raises money to buy dictionaries for third grade students. *Grange Name* has raised enough money to buy dictionaries from the Dictionary Project for all of the third grade students in *School/County/School District*. We would like to have your approval to implement the project before we proceed any further. Please contact me to discuss this idea further.

Sincerely,

Name
Grange Officer Title
Grange Name
Street Address
City/Town, State, Zip Code
Phone Number