

[Your Letterhead or Logo]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
\*\* Let's Explore Early Literacy Together! \*\*  
\*\*Reading Corner: \*\*  
- \*\*Book of the Week:\*\* [Title]  
- \*\*Key Vocabulary:\*\* [Word 1, Word 2, Word 3]  
\*\*Fun Activity:\*\*  
- [Activity Description]  
\*\*Story Time Together!\*\*  
- [Suggested Book Reading]  
\*\*Home Connection:\*\*  
- [Tips for Parents]  
Looking forward to a fun literacy-filled week!  
Warm wishes,  
[Your Name]  
[Your Position]  
[Your Contact Information]  
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\*\*Key Visual Elements:\*\*  
- Icons for each section (e.g., book, pencil, house)  
- Bright colors and engaging fonts  
- Space for doodles or drawings  
\*\*End of Template\*\*