Dear Parent/Guardian,

Name of school/institution is committed to bringing unique learning opportunities to our students and we are pleased to introduce a new, free reading service providing digital books through OverDrive (http://\*\*\*.lib.overdrive.com).

**Why OverDrive?**The OverDrive collection is an extension of Name of school/institution’s physical library, only it’s online with 24/7 access to eBooks and audiobooks. It’s convenient for students to check out titles at home, on the weekends or during school breaks with no worry about misplacing a book or running up late fees – these digital titles automatically return at the end of the lending period!

OverDrive can help students of all ages read more and improve comprehension. Struggling or reluctant readers, learning-challenged, second language learners, and gifted readers can all benefit from this service.

* Enrich vocabulary and improve comprehension and pronunciation
* Introduce students to books above their reading level
* Teach critical listening
* Help busy kids find time to read

**How does it work?**   
To use OverDrive, students browse our secure custom website, borrow with [authentication requirements], and enjoy anytime, anywhere on a computer, tablet, smartphone or eReader.

Whether a student’s interest lies in study guides, classics for required reading, or the latest popular juvenile or young adult fiction, they can find it all in the digital collection through OverDrive at URL.

**Where can I find more information?**[Contact information if applicable]

Sincerely,

School Librarian/Principal/Staff Coordinator   
Signature block