



# ALEXIS O'NEILL

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Date \_\_\_\_\_

Host  
School  
Address  
City/State/Zip

Dear \_\_\_\_\_

Thanks so much for inviting me to visit the students of \_\_\_\_\_ Elementary School on [date]\_\_\_\_\_. I'm honored to be part of your reading celebration. Motivating kids to read and showing them how to write is what I love to do!

I have enclosed an Author Visit Packet of materials for you to share with teachers. I encourage you to reproduce anything in the packet that you find useful. I also encourage you to reproduce the autographed bookmarks (master enclosed) as they provide a great way for kids to have a souvenir of our day together.

An invoice in the amount of \$\_\_\_\_\_ is enclosed. Payment is due on the day of my visit. Please e-mail a copy of the proposed schedule to me at least two weeks in advance so that we can review it before it is published for the teachers.

Also – my day with your students will be much more meaningful if the teachers in grades K-6 have read one or more of my books to the children at least a week in advance of my visit. Each picture book takes no more than 5 minutes to read aloud, and can stimulate quite a bit of classroom discussion at all levels. Please be sure that your school library and or teachers have copies on hand.

It sure does take a lot of organization to do an event like this, so I really appreciate all that you're doing to bring this program to your students. We're going to have a great time together.

Looking forward to meeting you and the students and staff of \_\_\_\_\_ Elementary School!

Sincerely,

Alexis O'Neill

*Enclosures*