

SAMPLE: Letter to be sent by State/Province/Country Representatives

Dear (Name of State/Province/Country) Literacy Colleague,

On behalf of the Literacy Research Association, I am writing to remind you to encourage the library at your institution to renew or initiate subscriptions to LRA's two major publications, the *Journal of Literacy Research*, published four times a year, and the *LRA Yearbook*, distributed each December. You may wish to examine information regarding these two publications on the LRA Website at:

<http://www.literacyresearchassociation.org/#>

The Literacy Research Association is a professional organization for individuals who share an interest in research and the dissemination of information about literacy and literacy instruction. We support the professional development of emerging and established scholars and we advocate research-informed improvements in education. We view diversity in our membership and in our inquiry as essential to our vitality. We work together as critical friends, engaging in respectful challenges to encourage and improve our thinking and our work. In all that we do we value one another personally and professionally

Journal of Literacy Research and the *LRA Yearbook* provide college and university faculty, graduate students, and undergraduates with the latest research in the field of literacy. They reflect the most recent issues and innovations while providing an important link to proven practices.

If your institution is not yet a subscriber to the LRA publications, you may wish to send the accompanying form to your librarian to request a subscription. Requests to libraries must come from faculty. Thank you for promoting Reading/Literacy throughout our state/province/country.

Sincerely,

(Your name, complete institutional address, and phone/fax/e-mail)