

Invitation to Contribute to Our Academic Library

Dear [Donor's Name],

We are pleased to invite you to participate in our upcoming book donation drive at [Institution's Name]. Your generous contributions will significantly enhance our library's collection and support our mission to foster academic excellence.

We are seeking books in the following categories:

- Textbooks
- Research Journals
- Reference Materials
- Literature

Donations can be dropped off at [Location] on [Date] between [Time] and [Time]. For larger donations or additional inquiries, please contact us at [Contact Information].

We appreciate your support and look forward to your contributions to enrich our students' learning experiences.

Sincerely,

[Your Name]
[Your Position]
[Institution's Name]
[Contact Information]