

Library Membership Request for Community Group

Date: [Insert Date]

[Your Name]

[Your Position]

[Community Group Name]

[Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Librarian's Name or Library Board],

We, the members of [Community Group Name], are writing to request library membership for our organization. Our group is dedicated to [briefly describe the purpose and activities of your community group].

Access to the library's resources would greatly benefit our members by [describe how access to the library will help your group, e.g., resources for education, community projects, etc.]. We believe that library membership would enhance our community service efforts and promote literacy and learning among our members.

Please let us know what steps we need to take to facilitate our request. We look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Community Group Name]