

Letter of Offering Textbook Collection

Date: [Insert Date]

To: [Recipient's Name]

[University Name]

[University Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to extend an offer of a comprehensive collection of textbooks that may greatly benefit students at [University Name].

Our collection includes titles across multiple disciplines such as [List Subjects, e.g., Mathematics, Literature, Science, etc.], which are currently in excellent condition and have been well-maintained. We believe these resources can aid in enhancing the academic experience for your students.

If you are interested, we would be more than happy to discuss further details, including the logistics of the donation and the specific titles available in the collection.

Thank you for considering our offering. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]