

# Proposal for New Title Inclusion in the Reading List

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose the inclusion of a new title in our reading list that I believe would greatly benefit our students and enhance their educational experience.

## **Title Proposal: [Insert Book Title]**

Author: [Insert Author's Name]

Publisher: [Insert Publisher's Name]

Year of Publication: [Insert Year]

### **Rationale for Inclusion:**

[Provide a brief explanation of why this title is relevant and valuable for the reading list. Mention its themes, relevance to the curriculum, and any accolades or reviews it has received.]

### **Target Audience:**

[Describe the intended audience for the book and how it aligns with their educational needs.]

### **Availability:**

[Mention where the book can be sourced and any format options available (e.g., print, eBook)].

I appreciate your consideration of this proposal and am happy to provide further information or discuss this in more detail. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Email]

[Your Phone Number]