

Library Donation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Library Name]

[Library Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Library Name] to request your support in enhancing our collection through book donations. Our library strives to cultivate a love for reading and provide valuable resources to our community.

As we continue to expand our offerings, we are seeking contributions of new or gently used books. Your donation will directly benefit our patrons and ensure access to a diverse range of materials.

If you would like to contribute, please feel free to reach out to us at [Contact Information]. We appreciate any support you can provide.

Thank you for considering our request. Together, we can make a significant impact in our community.

Sincerely,

[Your Name]

[Your Position]

[Library Name]