

# Program Development Proposal for Library Collaboration

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Proposal for Collaborative Program Development**

Dear [Recipient's Name],

I am writing to propose a collaborative program between [Your Organization] and [Recipient's Organization]. The purpose of this initiative is to enhance community engagement and promote literacy through a series of workshops and events.

### **Program Overview**

The proposed program will include:

- Monthly literacy workshops
- Guest speaker events featuring local authors
- Summer reading programs for children and teens

## **Goals and Objectives**

The primary goals of this collaboration are to:

1. Increase library attendance and participation in programs.
2. Foster a love of reading in the community.
3. Provide educational resources and access to information.

## **Benefits of Collaboration**

By working together, both organizations can:

- Share resources and expertise.
- Expand outreach to diverse community members.
- Increase funding opportunities through joint grant applications.

I would love the opportunity to discuss this proposal further and explore how we can best work together to benefit our community. Please feel free to contact me at your earliest convenience to schedule a meeting.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]