

Resource-Sharing Proposal Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Library Name]

[Library Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a collaboration between our libraries that focuses on resource-sharing to enhance our service offerings and better meet the needs of our communities.

Our library has developed a robust collection of [specific resources, e.g., books, digital materials], and we believe that sharing these resources can significantly benefit both our institutions. Specifically, I would like to propose the following:

- Joint access to [specific resources], allowing patrons from both libraries to utilize them.
- Shared programming and events that highlight our collections and foster community engagement.
- Collaborative marketing efforts to promote the benefits of our resource-sharing initiative.

I believe that a partnership between [Your Library Name] and [Recipient's Library Name] would not only enhance our respective services but also foster a stronger relationship within our library community.

Please let me know a convenient time for us to discuss this proposal further. I am excited about the potential of this collaboration and look forward to your positive response.

Thank you for considering this initiative.

Sincerely,

[Your Name]

[Your Position]