

# Library Director

**[Library Name]**

**[Library Address]**

**[City, State, Zip Code]**

**[Email]**

**[Phone Number]**

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to improve the library's collection and better serve our community, we are reaching out to gather insights and suggestions from valued patrons like you.

We believe that your feedback is vital in ensuring our collection is diverse, relevant, and reflective of the interests and needs of our users. We would greatly appreciate it if you could take a moment to share your thoughts on the following:

- Genres or subjects you would like to see expanded
- Specific titles or authors you recommend
- Formats or types of materials you feel are lacking (e.g., eBooks, audiobooks)

Please send your suggestions by [insert deadline] to help us make informed decisions about future acquisitions. You can reply to this email or contact us at [insert contact method].

Thank you for your time and input. We appreciate your support in making our library a valuable resource for everyone.

Sincerely,

[Your Name]

[Your Title]

[Library Name]