

# Request for Collaboration with the School Library

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Librarian's Name]

[School Library Name]

[School Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Role] at [Your Institution/Organization]. I am writing to express my interest in collaborating with the [School Library Name] to enhance the resources and programs available to our students.

We believe that a partnership could be mutually beneficial and would love to discuss potential projects such as book clubs, reading programs, or co-hosting events that encourage literacy and a love for reading among students.

I would appreciate the opportunity to meet with you to discuss this collaboration further. Please let me know your availability for a meeting. Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]