

Engagement Letter

Date: [Insert Date]

To: [Library Staff Name]

Position: [Library Staff Position]

University Library: [University Name]

Subject: Engagement with University Library Staff

Dear [Library Staff Name],

I hope this message finds you well. I am writing to formally engage with you and your team regarding [specific project, initiative, or purpose of engagement]. The goal of this engagement is to [briefly explain the goals and objectives].

We believe that your expertise and support will be invaluable in achieving our objectives, and we look forward to collaborating with you on this process.

We would like to propose a meeting on [insert proposed date] to discuss this further. Please let us know your availability for this date or suggest an alternative.

Thank you for your time and consideration. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]