

Inquiry About Library Summer Reading Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP]

[Your Email]

[Your Phone Number]

[Librarian's Name]

[Library Name]

[Library Address]

[City, State, ZIP]

Dear [Librarian's Name],

I hope this message finds you well. I am writing to inquire about the upcoming Summer Reading Program at [Library Name]. I would love to learn more about the schedule, activities, and age groups involved in the program. Additionally, I am interested in understanding how to register and any materials we might need to prepare.

Thank you for your assistance, and I look forward to your response.

Sincerely,

[Your Name]