

Request for Participation in Summer Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Librarian's Name]

[Library Name]

[Library Address]

[City, State, ZIP Code]

Dear [Librarian's Name],

I am writing to express my interest in participating in the summer program offered by [Library Name]. I believe that this program would greatly benefit me by [insert brief reason, e.g., enhancing my reading skills, engaging with the community, etc.].

As a [your grade/age or a brief introduction about yourself], I am eager to explore the activities and resources available through the program. I would be grateful if you could provide me with more information regarding the application process and any requirements needed for participation.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]