

Donation of Audio-Video Materials

Date: [Insert Date]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I am pleased to inform you that I would like to donate a collection of audio-video materials to [Library Name]. These materials aim to enrich the library's resources and provide valuable content for the community.

The items included in the donation are as follows:

- [Title of Audio/Video Material 1]
- [Title of Audio/Video Material 2]
- [Title of Audio/Video Material 3]

I trust that these materials will be of great use to library patrons. Please let me know if you require any additional information or if you would like to arrange a time for the donation.

Thank you for your commitment to enhancing our community's access to knowledge and culture.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]