

Subject: Request for Textbook Donations to Enhance Academic Resources

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Institution/Library's Name]. We are committed to improving the academic success of our students by providing them with essential resources that support their learning.

To strengthen our library's collection, we are reaching out to request your support in the form of textbook donations. Your contributions will directly benefit students who rely on access to quality educational materials for their studies.

We are specifically seeking textbooks in the following subjects: [List Subjects]. Any condition is acceptable, and donations can include recent editions as well as older titles, as they still hold value in our academic programs.

If you are interested in supporting our mission, please feel free to reach out to us at [Contact Information]. We would be more than happy to arrange a convenient time for the donation drop-off or pick-up.

Your contribution will make a significant difference in our community, empowering students to achieve their academic goals.

Thank you for considering this opportunity to support education.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Library's Name]
[Contact Information]