

Request for Textbook Donation

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, ZIP Code]

Dear [Donor's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Institution/Library Name]. We are dedicated to enhancing educational resources for our students and community, and we are reaching out to seek your generous support.

Our library is currently in need of additional textbooks to better serve our students and promote academic success. We believe that access to quality educational materials is essential for learning and growth.

We would be immensely grateful if you could consider donating new or gently used textbooks that align with our curriculum. Your contribution would not only have a profound impact on the educational enhancement of our community but also inspire our students to strive for excellence.

If you would like to discuss this further or arrange a donation, please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering our request. We truly appreciate your support for our educational initiatives.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Library Name]

[Your Address]

[City, State, ZIP Code]