

Library Textbook Donation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. As [Your Position] at [Library Name], I am reaching out to seek your support in fostering knowledge accessibility within our community.

We are currently in the process of expanding our collection of textbooks and educational resources to better serve our patrons, especially those who may not have the means to purchase their own books. Your generous donation of textbooks can significantly impact countless lives by enhancing learning opportunities for all.

We welcome textbooks in various subjects, suitable for all age groups, and appreciate any assistance you can provide. Every single book makes a difference in promoting literacy and education.

Thank you for considering our request. If you have any questions or would like to discuss this further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Library Name]