

Request for Donation of Textbooks

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution Name]

[Institution Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Donor's Name],

We hope this message finds you well. I am writing to you on behalf of [Your Institution Name], where we are committed to fostering an enriching learning environment for our students. As part of our ongoing efforts to enhance our curriculum, we are reaching out to seek your assistance in the form of textbook donations.

Your contributions will directly impact our students by providing them with essential resources that support their education and academic growth. We aim to develop a comprehensive library that includes a diverse range of subjects and learning materials among which your textbooks can play a pivotal role.

If you are willing to donate any textbooks, please know that your generosity will be deeply appreciated and recognized within our community. We are looking for textbooks that align with the following subjects:

- [Subject 1]
- [Subject 2]
- [Subject 3]

Please feel free to contact me at your convenience to discuss any potential donations or for any questions you may have. We would be glad to arrange a pickup or discuss shipping options if necessary.

Thank you for considering our request. Your support is invaluable to us and to the future of our students.

Sincerely,

[Your Name]

[Your Position]

[Your Institution Name]