

Letter of Proposal for Library Collaboration

From: [Your Name]

[Your Position]

[Your Library Name]

[Your Library Address]

[City, State, Zip Code]

[Email Address]

[Date]

To: [Recipient Name]

[Recipient Position]

[Recipient Library Name]

[Recipient Library Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a collaboration between our libraries to enhance our social media presence and engage our communities more effectively.

As you know, social media has become a vital tool for libraries to connect with patrons and promote our resources. By working together, we can share best practices, co-host events, and create joint marketing materials that highlight both our libraries' offerings.

I would love to discuss this proposal further and explore potential partnership opportunities that benefit our communities. Please let me know a suitable time for a meeting in the coming weeks.

Thank you for considering this collaboration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Library Name]

[Contact Information]