

Church Library Book Donation Guidelines

Dear [Donor's Name],

We are grateful for your interest in donating books to our church library. Your contributions help us enrich our community's resources.

Donation Guidelines:

- We accept gently used and new books in various genres, including fiction, non-fiction, and children's literature.
- All donated books should be free of tears, markings, and damage.
- Please limit donations to a maximum of [number] books per visit.
- Textbooks, encyclopedias, and outdated materials are not accepted.
- Donations can be dropped off at the church office during regular hours.

If you have a large collection to donate or need assistance, please contact us at [contact information] to arrange a convenient time.

Thank you for supporting our church library and contributing to our community's growth!

Sincerely,
[Your Name]
[Your Title]
[Church Name]