

Request for Book Donation

[Your Name]

[Your Position]

[Church Name]

[Church Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of the [Church Name] to kindly request your support in enhancing our church library. We believe that a well-stocked library is vital for fostering spiritual growth and providing resources for our community.

We are seeking donations of books that would be suitable for our collection, including both religious texts and general literature that aligns with our mission. Your generous contribution will greatly benefit our congregation and visitors.

If you are willing to consider this request, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address]. We would be happy to arrange a convenient time for you to drop off any donations or discuss other ways you may wish to contribute.

Thank you for considering our request. Your support is greatly appreciated.

Blessings,

[Your Name]

[Your Position]

[Church Name]