

Request for Author Event Book Signing

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code] [Your Email] [Your Phone Number]

[Library Name] [Library Address] [City, State, Zip Code]

Dear [Librarian's Name],

I hope this message finds you well. My name is [Your Name], and I am an author of [brief description of your book, e.g., "a mystery novel titled 'The Hidden Truth'"]. I am writing to formally request the opportunity to hold a book signing event at [Library Name].

As a local author, I believe that hosting an event at your library would not only promote literacy and a love for reading but also encourage community engagement. I am enthusiastic about sharing my journey, connecting with readers, and discussing the themes present in my work.

I propose to hold the event on [suggest a date or timeframe], but I am open to other dates that may suit your schedule. I can provide promotional materials and will ensure to promote the event through my social media channels.

Thank you for considering my request. I look forward to the possibility of working together to create a wonderful experience for our community. Please feel free to contact me at [Your Phone Number] or [Your Email] should you need any additional information.

Sincerely,

[Your Name]