

# Library Book Fair Participation Request

Date: [Insert Date]

To,  
[Library Manager's Name]  
[Library Name]  
[Library Address]

Dear [Library Manager's Name],

I hope this message finds you well. I am writing to formally request participation in the upcoming book fair organized by [Library Name], scheduled for [Insert Date of Book Fair].

As a [your role, e.g., teacher, student, etc.], I believe that this event will not only promote literacy but also provide an excellent opportunity for community engagement and support for local authors.

We would like to [include any specific activities you would like to propose such as workshops, presentations, book signings, etc.]. I assure you that we will adhere to all guidelines and contribute positively to the event.

Please let me know if you need any more information from my side. I look forward to your positive response.

Thank you for considering our request.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Organization/School]  
[Your Contact Information]