

Request for Contribution Towards Library Expansion

Date: [Insert Date]

[Your Name]

[Your Title]

[Library Name]

[Library Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support for an important initiative at [Library Name]--the expansion of our library facilities. As our community continues to grow, so does the demand for resources, programs, and services that our library offers.

To meet this demand, we are planning to expand our current facilities to include additional reading areas, study rooms, and technology hubs. This expansion will allow us to better serve our patrons and provide a welcoming environment for learning and exploration.

Your contributions have been instrumental in helping our library achieve its mission, and we would greatly appreciate your consideration in supporting this project. We are seeking financial contributions or in-kind donations that can help us bring this vision to life.

We would love to discuss this initiative further and explore how you can play a vital role in this expansion. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. Your support can make a significant difference in the lives of many in our community.

Warm regards,

[Your Name]

[Your Title]

[Library Name]