

Example of Letter Writing

Jane Doe

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(555) 123-4567

February 26, 2024

Mr. John Smith

Community Outreach Coordinator

Hometown Public Library

456 Library Lane

Hometown, OH 12345

Dear Mr. Smith,

I am writing to inquire about the possibility of organizing a community reading event at the Hometown Public Library. As a long-time resident of Hometown and an avid reader, I am eager to contribute to fostering a love of reading within our community, especially among young children and teenagers.

Given your role as the Community Outreach Coordinator, I believe you would be the ideal person to provide information on how to proceed with this idea. Specifically, I am interested in learning about the availability of space in the library for such an event, any potential dates, and whether the library would be able to provide books for the reading sessions or if we should source them externally. Additionally, I would appreciate guidance on how to collaborate with the library on promoting the event to maximize community participation.

I am hopeful that this event could not only encourage reading among our youth but also strengthen community bonds. I am open to any suggestions you may have on making

this event a success and am willing to meet at your earliest convenience to discuss this further.

Thank you for considering my proposal. I look forward to the opportunity to work together to bring this event to life and make a positive impact on our community. Please feel free to contact me at (555) 123-4567 or via email at jane.doe@email.com.

Yours sincerely,

Jane Doe