

Sample Letter to public official

Date

Dear Commissioner Frugal:

I'm writing to urge your support for the new library plan proposed by the Jones Memorial Library. Our library is long overdue for renovation.

As a library board member and active user, I am dismayed by the noise and crowding, especially in the children's area. Our children deserve better and so do all of us. The changes proposed make good sense both from a design standpoint and as an investment in the future of our community.

With your leadership and investment, I feel confident that we will be able to raise an additional \$150,000 and obtain matching funds from the state.

The Jones Memorial Library brings learning and enjoyment to people of all ages. It is our major educational and cultural resource. Whatever we invest, the return will be far greater. I am enclosing a fact sheet with more information.

Thank you for listening.

Respectfully,

Signature

Address

Telephone