

**Your  
Library or Institution's  
Letterhead**

**LETTER OF AGREEMENT**

*Date*

*Name*

*Address*

*City/State/Zip*

Dear \_\_\_\_\_,

I am delighted that you have agreed to be an advocate for *(your library's name)* by speaking out about *(specify your issue here)*. We will do everything possible to ensure that every aspect of your time with us goes as smoothly as possible. Your visit with us will take place on:

**Date and Time  
at (your library's name)  
Address**

Please come to *(what door?)*. We expect the *(fill in event description)* to last from *(what time?)* to *(what time?)*.

*(Describe what will take place here.)* For example: We will take photos from 2:00-2:30 p.m. and will record your brief video message immediately following that, from 2:30-3:15 p.m. We anticipate using the still photos we shoot to create posters and bookmarks with your image and advocacy message. We plan to upload the video message onto our library's website for visitors to view there.)

We will have *(what special equipment or requirements?)* on hand for your use and expect that some members of our local media will be on hand to take additional photos.

**I am enclosing two (2) copies of a Letter of Agreement. Please sign one copy and return it to me at your earliest convenience in the enclosed stamped, self-addressed envelope.** If you have any questions, please do not hesitate to contact me at *(your phone)* or *(your e-mail)*.

Thanks so much for your generous assistance to us.

Sincerely,

Your name  
Title

**I agree to the terms of the letter above. Signed,**

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Signature

Date

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Name

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Address

City, State

Zip

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Daytime Telephone

Other Telephone

*Your Library's Name and Address here*