

Sample Letter to State Elected Official

[Date]

The Honorable [Full Name]

[Body in which the elected official serves, e.g., Illinois House of Representatives]

[Office Address]

[City, State Zip Code]

Dear Representative/Senator [last name]:

As the COVID pandemic continues to impact communities across [state], the demand for library resources and services is greater than ever before.

In [community name], [public/school/academic] librarians rose to the challenge in support of our community. [Describe how your library is addressing literacy, learning recovery, student well-being, workforce development, connectivity, health access, civic engagement.] You may be particularly interested in [describe library effort that aligns with stated priority of elected official]. We work closely with [community members/parents, teachers, and administrators/students, faculty and administrators] to ensure that the library continuously adapts to meet the needs of all stakeholders.

Across [state], libraries' legislative priorities for the year include [specify one or two key areas]. We appreciate legislators' support that enables all libraries in [state] to fulfill their mission and strengthen their communities.

As your constituent, I invite you to visit and see how [library name] is a partner in creating opportunities for the students/residents of [community], and how we can be a resource to you and your staff. I can be reached at [phone number] or [email address].

Thank you for your service to the residents of [community].

Sincerely,

[Signature]

[Name, Position]

[Institution]

[contact information, if not on letterhead]