Dear Sen./Rep. [LAST NAME],

I’m pleased to share that [LIBRARY] has received funding from the American Library Association (ALA) through a special initiative aimed to help small and rural libraries address issues of concern in our communities.

As champions of lifelong learning, libraries are a place to access technology, indulge curiosities, and explore new ideas, hobbies, and careers. Increasingly, libraries also offer patrons a welcoming space to meet their neighbors to discuss and resolve important issues.

As you are aware, [COMMUNITY] residents face / have struggled to / would benefit from … [BRIEF DESCRIPTION OF THE ISSUE YOUR FUNDING WILL HELP YOU ADDRESS; REFER TO STATISTICS, IF POSSIBLE].

Through Libraries Transforming Communities: Focus on Small and Rural Libraries, [LIBRARY] will receive grant funding in the amount of $3,000. The library will use that funding to talk with residents about [TOPIC] and [INSERT DETAILS ABOUT YOUR PLANNED GRANT ACTIVITIES].

We welcome your involvement in this project and invite you to join us [INSERT DETAILS ABOUT A PLANNING MEETING]. Please contact me at [PHONE/EMAIL] to [DISCUSS HOW YOU MIGHT GET INVOLVED, ETC].

Thank you for all you do for [LIBRARY] and [COMMUNITY].

Sincerely,

[NAME]
[TITLE]
[LIBRARY]