

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Librarian's Name]
[Library Name]
[Library Address]
[City, State, ZIP Code]

Dear [Librarian's Name],

I hope this letter finds you well. My name is [Your Name], and I am an author passionate about [genre/topic]. I recently had the pleasure of publishing my latest work, [Book Title], and I am reaching out to share this exciting project with you and the [Library Name] community.

[Book Title] is a [brief description of the book, including its genre, themes, and any notable elements]. As an advocate for literacy and a firm believer in the transformative power of libraries, I am particularly eager to see my book find its place among the diverse collection of literature at [Library Name].

I understand the crucial role libraries play in fostering a love for reading and providing access to a wide range of materials for the community. With this in mind, I believe that [Book Title] aligns seamlessly with the interests and needs of your patrons.

I am happy to provide complimentary copies of my book for review by your library. Additionally, I would be honored to participate in any book-related events, such as author talks or book signings, to engage with the community and contribute to the vibrant literary atmosphere at [Library Name].

Enclosed, please find a copy of [Book Title], as well as my author bio and any other relevant promotional materials. I sincerely hope that you find [Book Title] a valuable addition to the [Library Name] collection.

Thank you for considering my request, and I look forward to the possibility of collaborating with [Library Name]. Please let me know if there are any further steps I should take or if you require additional information.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Author Bio]
[Your Social Media Handles/Website]