<Prepare on your library’s letterhead>

<Date>

<Elected Official

Mailing address

City, State Zip>

Dear <Elected Official>,

Congratulations on your success in your recent election as <elected position>. We appreciate your dedication to making the community of <town or county> a better place for all our residents, and I look forward to working with you.

<Library name> is committed to serving the people of <community> and helping them meet their needs for information, education, and recreation. We work hard to provide a welcoming gathering place for all and to continually improve our services to better support our residents, students, visitors, and business owners. It’s my hope that the <town or county> considers the <library name> a partner in making our <town/county/etc.> a great place to live, work, and play.

If it’s been a while since you’ve visited our library, I would welcome you to stop by and see for yourself what the library has to offer. I would be glad to give you a tour and answer any questions you might have about our programming, digital services, and how we work with partners like <example> to provide valuable services to the community.

Our library website, <URL>, is also a great place to learn more about what’s happening at the library. I recommend you check out our calendar of events and sign up for our newsletter to find out more about our events and services.

Please do not hesitate to reach out to me if you have questions about the library or if there’s anything the library can do to make your work as <elected official> a little easier. Congratulations again on your election!

Sincerely,

<Your name>

Library Director