

LOCAL REPRESENTATIVE MEETING REQUEST EMAIL

This template has been written from the public library perspective but can be adapted as needed to reflect other library sectors.

Subject: Meeting Request - [LOCAL LIBRARY NAME]

Dear [NAME OF LOCAL REPRESENTATIVE OR STAFF PERSON],

In my capacity as [ROLE] of the [LOCAL LIBRARY NAME], I would like to request a meeting to update you on issues and opportunities impacting public and school libraries here in [COMMUNITY].

Libraries are a proven, cost-effective investment that reaches communities across Ontario, advancing education, economic opportunity, and poverty reduction. As [TITLE/ROLE] of [ORGANIZATION/LIBRARY], I've seen first-hand how our public and school libraries in [COMMUNITY] contribute to our community. [PROVIDE ANY LOCAL EXAMPLES IF APPROPRIATE]. This meeting is an opportunity to discuss the importance of [LOCAL LIBRARY NAME] in [COMMUNITY].

Please feel free to contact me to coordinate or if you have any questions: [EMAIL] or [PHONE].

Thank you,
[NAME AND ROLE]