[**Insert Your Name**]

[**Insert Library Name**]

[**Insert Street Address**]

[**Insert City, State, Zip**]

[**Your E-mail Address**]

[**Your Phone Number**]

[**Insert Date**]

The Honorable [**Insert Legislator’s Name**]  
[**Insert Legislator’s Office Address**]

Dear [**Insert Name of Legislator**],

On behalf of the [**Insert Name of Library**], I am writing to invite you to the library to sign up for your library card. September is National Library Card Sign-up Month, and we are hoping that you can join your constituents in taking advantage of all that a library card offers! We would love to show you how libraries are transforming your community. From outreach, to education, to helping residents find a jobs, or even starting a business - a library card is a key to a world of opportunities.

In addition to seeing the impact of the meaningful programs and services the library is able to offer thanks to your support, it is also an opportunity for you to visit with the members of your community.

I will follow up with a call to your office next week to learn of your availability. In the meantime, if you have any questions, please contact me. Thank you for your consideration of this invitation.

Sincerely,

[**Name**]

[**Title**]