

[Library Letterhead]

[Date]

[Addressee name & address]

Dear (Community Business):

We need your help!

The [XXXX] Public Library is offering a teen civic engagement program called Teens Leading Change to encourage youth 14 and up in our community to create a positive impact in our neighborhood. The title of their project is [PROJECT NAME], which they will be working on from October 1st, 2019 - May 30th, 2020.

To add to the fun and to create a sense of challenge that will keep everyone exploring and learning, we'd like to offer incentives, supplies and resources at various times during their project.

We appreciate any donation you care to make!

Possible donations include [guest speakers, supplies, refreshments, etc. - will vary depending on project].

We will announce the assistance you have generously donated at our Teens Leading Change programs and add you as a co-sponsor on all flyers and marketing materials for the event.

If you can help us in any way, please contact me at the library at (XXX) XXX-XXXX.

We hope to include you in this year's Teens Leading Change plans. Many thanks!

Sincerely,

[Full Name]

[Position]

[Branch/Subject Department]

[Library System]

[Library Address]