

Name
Address
City, State, Zip Code

Date: (Month) (Day) (Year)

Dear (Representative/Senator) (Last name),

My name is (your first and last name) and I am (description). (Name of Library) recently received a (list amount) Mini Grant from Arrowhead Library System that enabled us to (provide grant project description). The outcomes that we have seen from having these grant dollars are (describe outcomes). Our library could not have purchased this on our own because (describe situation and need for grant). This grant helps us to provide better service to our (community, students, other).

Thank you for your efforts in supporting the Arrowhead Library System and the Multicounty Multitype System Aid appropriation it receives via Minnesota Statute 134.354.

Sincerely,

SIGN YOUR NAME

Print your name

Email address

Phone number

*Note -- Feel free to include a hand-written thank you note from students/youth or photos of your project.