

Dear (legislator contact),

I am writing on behalf of (library systems/libraries representing) to schedule an appointment with (Assemblymember/Representative/Senator _____) to share the value and impact of our libraries on the community. We would appreciate up to 30 minutes of time on DATE. We know how much (Assemblymember/Representative/Senator _____) values the communities they serve and we want to share the dynamic ways we are supporting the community, as well.

Please let us know what date(s) and time(s) can work for (Assemblymember/Representative/Senator _____) and if we should provide a Zoom link. We can also provide a list of attendees in advance.

Sincerely,
(main contact name, email and phone number)

On behalf of (library systems/libraries' names)