**Sample Letter – Invitation Letter**

*This is a sample meeting request email that you can send to your MPP – just remember to remove all italicized placeholders and replace them with the appropriate information!*

*[Date]*

*[MPP or staff person name]*

*[Office address]*

Subject: Meeting Request – *[local library name]*

Dear *[name of MPP or staff person]*,

Dear MPP *[last name]*,

In my capacity as *[role]* of the *[local library name]*, I would like to request a meeting with you in February at your constituency office to discuss the Ontario Library Association and Federation of Ontario Public Libraries’ submission and recommendations regarding provincial support for local public libraries in the forthcoming 2020 Ontario Budget.

I have seen first-hand how *[LOCAL LIBRARY NAME]*, acts as a vital community hub for seniors, youth and families. *[PROVIDE ANY LOCAL EXAMPLES IF APPROPRIATE].* But we’re reaching the limits of what we can do keep up with our *[COMMUNITY]*’s need for access to modern & digital resources.

In addition to maintaining funding for Ontario’s public libraries at current levels, a new, multi-year investment, as outlined in the budget submission, will ensure that all Ontarians – no matter where they live – continue to have access to modern, cost-effective resources and services through their local public libraries.

Please feel free to contact me to coordinate or if you have any questions: *[email]* or *[phone]*.

Thank you,

*[name and role]*