

## TEMPLATE LETTER OF CONGRATULATIONS

[Date]

[MPP]

[Office address, if available.]

*Sent by email to: [EMAIL ADDRESS]*

Dear [name of MPP],

On behalf of [public library] I would like to offer my sincere congratulations on your successful election as MPP representing [riding] in the 2022 Ontario election. [If met during the campaign, include reference here]

Established in [year], [name of library system] is at the heart of our community in [name of the riding]. [Include some key facts about the programming your library and branches offer – for instance, how many constituents you serve, your economic return on investment, etc.] Furthermore, [Name of library system] has been an essential part of our community's COVID-19 response and recovery. [include some examples of how your library has supported the community in the past 2 years]

We would like to extend an invitation for you to visit [our library/one of our community branches] for a tour and the opportunity to meet our hard-working team and how we're always evolving to meet the changing needs of the people of [community/riding], and the important role that the Ontario government fulfills in helping to keep local public libraries sustainable. We will be in touch with your office in the months ahead to coordinate the details.

We wish you luck as you [transition/return] to your [new] role, and look forward to working closely with you as our representative at Queen's Park to ensure that local libraries are able to continue serving [riding name].

Sincerely,

[Insert your name]