[Date]

MP XXXXXX  
9401 Jane Street  
Suite 115  
Vaughan, Ontario  
L6A 4H7

*Sent by email to:*  [insert email]MP XXXX,

RE: Congratulations & Request to Visit XXXXX Public Library

On behalf of the XXXXXXX Public Library, I would like to extend my sincerest congratulations on your recent appointment as the Member of Parliament for XXXXX. We look forward to working together to ensure that sustainable, modern public libraries continue to play a role in the economic, educational social and cultural success of our communities.

As I’m sure you are aware, COVID-19 has demonstrated the critical importance of public libraries to their communities across the province. We have proven that Public Libraries are essential part of Ontario’s COVID-19 recovery and the continued success of our community. And we are far more than books and computers! Public Libraries are an integral part of Ontario’s social infrastructure, providing a safety net for Ontario’s most vulnerable populations.

XXXX Public Library would be pleased to host you for a visit to tour our collections, spaces and services. [insert some specifics stand out features in your libraries and how you serve your communities].

Kind Regards,