

SAMPLE LETTER

Jefferson County Community Center

1010 Main Street
Any Town, NY 21234
Tel.: 888-234-7654
Web: jeffccc@anytown.com



January 27, 2012

Joe Puccio, Head
Acquisitions Fiscal and Support Office
Library of Congress
101 Independence Ave., S.E.
Washington, D.C. 20540-4204

Dear Mr. Puccio:

The Jefferson County Community Center is a nonprofit, tax exempt organization. Included in our Center is a library that is open to the public. We would like to participate in the Surplus Books Program. Enclosed is our completed and signed application.

If you require any other information, please contact me.

Sincerely,

Dr. Jane Smith
Director
E-Mail: jsmith@gmail.com

