DATE

Dear NAME OF ACQUISTION LIBRARIAN,

My name is YOUR NAME, I have recently been published with NAME OF PUBLISHING COMPANY. I'm writing to ask if you might consider offering my featured title in your library. We are about to launch a marketing campaign that includes (ONLINE AND PRINT ADVERTISING/RADIO INTERVIEWS/LOCAL NEWSPAPER INTERVIEWS WITH AUTHOR) and we're asking the libraries in your area to give the book a chance on their shelves for a few weeks.

**NAME OF BOOK (ISBN: 978-XXXXXXXXX)** is a (COLLECTION OF STORIES, SELF-HELP BOOK, HISTORICAL NOVEL, LEADERSHIP GUIDE) and I am marketing it in NAME OF CITY because GIVE A REASON. (you went to school there, lived there, have clients there, speaking there at an event….)

Once the marketing campaign begins, we will be directing readers to the libraries that agreed to test it; so if you’re willing, I’d love to include your library in our marketing.

Should your patrons express an interest in this book and you need more, they are available at Ingram fully returnable at the full discount.

I can send a PDF of the entire book. This email includes an informational sheet and more details about my marketing plan for you to review but I would also be happy to send you a print copy if you wish.

Please give me a call, or just reply with a quick note that it’s okay to send.

Best,

YOUR NAME