

Example Letter

Dear Librarian

We are a group of deaf students in a literacy program. We would like to use the public library but we thought it would be nice to meet a librarian and ask some of our questions. We hope that you can come and talk to us before we do a tour. It will make us feel more confident. Our nearest library is at Carlingwood.

We are a small group of four students and we are going to be doing a project on countries. We would like to borrow books from the library to help us learn more. The countries we have chosen are Somalia and Guatemala.

If possible, we would like to come sometime during the first week of February. The best time to visit would be from 10 a.m. until 11 a.m. Please let us know what date would be best for you. Please reply to our email address.

Thank you,

Bonnie, Moh, Shukri and Sam

Ottawa Deaf Centre

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