

## Letter Template

Greeting

First paragraph. Say why you are writing. Say why your class would like a library tour. Make a positive comment about the library if you can.

Second paragraph. Give some background information about your class and program. Let the librarian know how many students are in your class and that you will need library cards.

Final paragraph. Suggest possible dates. Say what you want the librarian to do next. Thank the librarian.

Closing

Signature of students

## Example Letter

Dear librarian,

We are a literacy class at Ottawa Deaf Centre and we would like to do a tour of Carlingwood library. A few of us have already been to Carlingwood and want to learn more. It looks so interesting.

We want to be able to use resources in the library to help us with our class work. Some of us are parents and want to encourage our children to use the library.

If possible, we would like to come sometime during March. The best time for us to do the tour would be a Tuesday or Wednesday morning. Please let us know what date would be best for you. Please reply to our email address.

Yours truly,

Signature of student(s)