Dear………

I would like to invite you to visit [name] Library on [date and time] when we will be hosting a series of events to mark [insert event details here].

At the event, we will be [insert details of what is happening, who the event is aimed at and who the MSP / elected member will meet on the day].

This is just one of a number of events and activities that we hold at libraries across [area] throughout the year to help people of all ages improve their learning, information and digital literacy skills. We also hold Bookbug and Rhyme Time sessions for children, reading groups, local history classes and much more.

[Area’s] public libraries are a vital part of our community, providing access to ideas, information and knowledge and they make a huge contribution to the [area’s] and Scotland’s economic and skills development, education, culture and heritage. For every £1 invested in public libraries across Scotland, they deliver up to £8 worth of benefit.

I trust that you will show your support for our public libraries by attending our event to find out more about the fabulous facilities and services we offer. I would be grateful if you are able to respond by [date].

Yours Sincerely

[Name]