Name of Councillor/Council

Address of Council

Date

Dear \_\_\_\_\_\_\_\_\_\_\_,

I am writing to you as a resident and council tax payer in \_\_\_\_\_\_\_\_\_\_\_ to express my concern about \_\_\_\_\_\_\_\_\_\_\_\_\_.

I would appreciate it if someone could answer the following question(s):

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I feel that taking this saving would be the wrong decision due to overwhelming evidence that supports the value of libraries such as the fact (add some evidence here – see our website for examples)

Libraries have directly impacted me and the community in which I live by (add some details here)

I acknowledge the difficult times that we live in, but now more than ever, high quality library and information services are vital to people’s lives, and local communities, learners, workers and businesses need the support of a trained and skilled workforce to thrive.

I look forward to receiving a response to the above questions and would welcome the opportunity to discuss the matter further.

Sincerely,

Your Name

Your Address

Your contact information

Provide any sources you reference (include links if possible) throughout the letter here