

[Your Name]
[Street Address]
[City, ST ZIP Code]
May 2, 2013

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

As Programming Librarian for the Star Public Library, I am in charge of selecting speakers for our Library. Each year I endeavor to arrange high quality presenters for our patrons.

I came across your book *XXXXX* at our Library and thought it would make for an excellent book talk at our Library. I am wondering if you would be interested in presenting at our Library. We have hosted notable authors such as *XXXXX* , *XXXXX* , and *XXXXX* . Our community is well educated and enjoys thought provoking presentations and discussions.

Our programming funding is sponsored by the Friends of the Library. We can provide a modest honorarium to cover travel expense and your time.

The City of *Star* is located in the city of Cosmos in an area known as the Space. The population of *Star* is 143,000, making the largest city in the Cosmos and the 12th largest city in Space.

Please contact me at your earliest convenience.

Sincerely,

[Your Name]