*[Recipient name*

*Address]*

*Date*

*Subject: \*\*\*\*\*\*\*\**

*Dear Ms/Mr/Mrs/Dr\_\_\_\_\_\_\_\_\_\_\_,*

*Being a part of a committee to set up a library in the town is not something I envisioned for myself. So, when I joined six months ago due to my parents and teachers' suggestion, I didn’t know what to expect. Today, I don’t regret that decision because my experience with this committee has taught me so many things.*

*From learning to approach investors to negotiate sales, I have upskilled in a lot of ways. I am grateful for all the opportunities that the Highlands Library Committee has offered me. I look forward to keeping being a part of the team and working towards creating a library that the community can benefit from.*

*Yours sincerely,*

*[Your name,*

*Address]*