



[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]