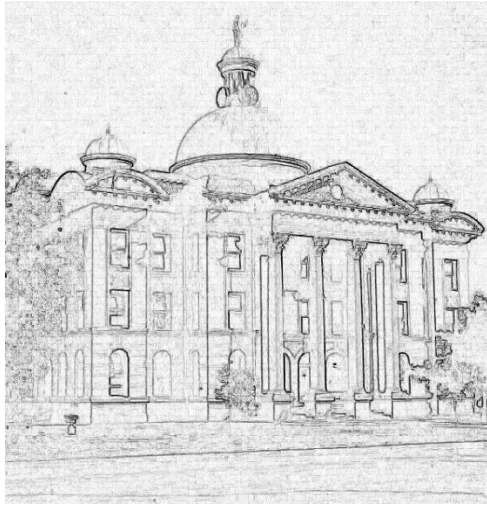


SAMPLE LETTER



JEFFERSON COUNTY
COMMUNITY CENTER
123 MAIN STREET
ANYTOWN, MA 21234
Tel.: 888-234-7654
Web: jeffcococen@anytown.com

November 5, 2024

Joseph Mahar
Head of Surplus Books Program
Acquisitions, Fiscal, & Overseas Support Division (AFOS)
Library of Congress
101 Independence Ave., S.E.
Washington, DC 20540-4204

Dear Mr. Mahar:

The Jefferson County Community Center is a nonprofit, tax exempt organization. Included in our Center is a library that is open to the public. We would like to participate in the Surplus Books Program. Enclosed is our completed and signed application.

If you require any other information, please contact me.

Sincerely,

Dr. Mary Jones
Library Director
Email: drmaryjones@anytown.com