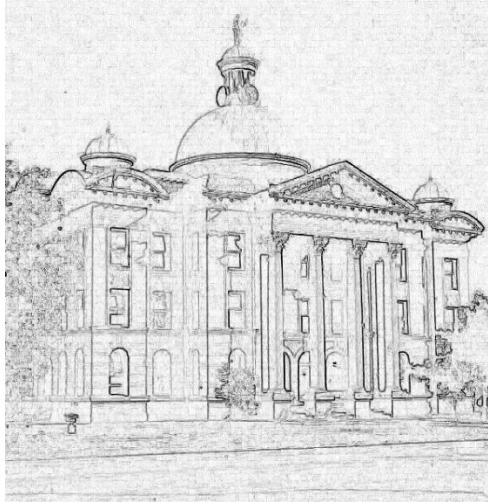


# SAMPLE LETTER



JEFFERSON COUNTY  
COMMUNITY CENTER  
123 MAIN STREET  
ANYTOWN, MA 21234  
Tel.: 888-234-7654  
Web: [jeffcococen@anytown.com](mailto: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](mailto:drmaryjones@anytown.com)