

SAMPLE LETTER TO COMMUNITY GROUPS (Shorter Version)

(DATE)

(NAME)

(COMPANY or ORGANIZATION)

(ADDRESS)

(CITY, STATE, ZIP)

Dear: (use a personalized greeting whenever possible)

The (NAME OF LIBRARY) has joined the Family Place Libraries™ network offering an array of enjoyable and essential free programs and services for babies, toddlers, preschoolers, parents and caregivers. The research is clear---foundations for learning are built during the first three years of life. We cordially invite you and your colleagues (use suitable term for each group, i.e. members, employees, etc.) to get involved and help spread the word about our new research-based programs and services that support early brain development and parents/caregivers in their role as as their children's first teachers.

The (NAME OF LIBRARY) Family Place is a community destination providing:

- A specially designed welcoming space in the children's area for families with young children to explore, play share books and learn together.
- The Parent-Child Workshop (OR NAME OF PROGRAM AT YOUR LIBRARY): a five week program for toddlers and their parents and caregivers. The workshops are fun and play-based providing an environment rich with toys, books and art activities and an opportunity for families to spend time together, make friends and talk one-on-one with specialists on various aspects of child development, parenting and early literacy.
- Collections of books, toys, music and multimedia materials for babies, toddlers, parents and service providers.
- Library staff specially trained in early literacy, child development and family support.

The Family Place Libraries™ model is now in over 400 libraries in 29 states serving thousands of young children and their parents/caregivers. (NAME OF LIBRARY) is proud to be among them. In our library, this expanded public library role is made possible with support from (INSERT FUNDER NAME HERE if applicable).

The enclosed materials provide additional information about Family Place Libraries™. Please contact (CONTACT NAME, PHONE NUMBER and EMAIL ADDRESS) to discuss how we can work together to help ensure all children in (NAME of COMMUNITY) get the best start in life and enter school ready and able to learn.

Thank you,

(NAME AND TITLE OF LIBRARIAN, COORDINATOR, PROJECT DIRECTOR, etc.)