

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]

Fraser Valley Regional Library

[Library Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about [specific inquiry or issue]. [Provide brief details or context regarding your inquiry].

I would appreciate any information you could provide regarding this matter. Thank you for your assistance.

Sincerely,
[Your Name]