

Book Donation Request Template

This can be sent as an email—if you copy and paste, please ensure you change the highlighted information.

Subject: Donation Request for Community Book Exchange Program

Hello [Name or Organization],

I'm writing on behalf of [Your Grange Name or Organization], a local community group dedicated to promoting literacy and lifelong learning. We are currently expanding our Book Exchange Program, which provides free access to gently used books for readers of all ages.

We're reaching out to explore whether your organization might be able to donate gently used books or surplus inventory to support our efforts. Our program emphasizes reuse and community sharing—books are made available through exchange shelves, local events, and reading corners in our rural community.

We're happy to handle pickup or shipping arrangements, and we welcome both small and large donations. If you have guidelines or forms for book donation requests, please let us know.

Thank you for your time and for your commitment to literacy and community enrichment. We appreciate any assistance or direction you can offer.

Warm regards,

[Your Name]

[Your Title/Role, e.g., Community Service Chair, Grange Member]

[Organization Name]

[Email Address | Phone Number | Mailing Address]

Optional Add-Ons

If contacting a library:

- We understand that many libraries regularly rotate or withdraw books from circulation. We would be delighted to give those books a second life through our exchange shelves.

If contacting a nonprofit:

- We admire your organization's mission to promote literacy and share books. Our goals align closely, and we'd love to partner in extending your impact locally.

If posting on Freecycle, Buy Nothing, or Craigslist:

- Our Grange is building a free community Book Exchange and welcomes donations of gently used books of all genres. Books will be shared—not sold—with local readers.