

*****SAMPLE LETTER: PUBLIC LIBRARY*****

AOH LETTERHEAD PAPER

Director's Name
Library System Name
Mail Address of Library System

Return Address of Division President
Date

Dear ...:

United States Presidents have annually proclaimed March as Irish-American Heritage Month since 1991. These proclamations provide wonderful opportunities to inclusively celebrate the diversity of (name of your county or city). I feel this is especially important for the (name of library system) Public Library System since its branches are excellent venues to share, appreciate, and understand (name of county or city)'s rich heritage, history, and culture.

Irish immigrants have come to America over the past several centuries at times in very large numbers. Americans of Irish ancestry are the second largest ancestral group in our country per the 2000 United States Census. We contribute significantly today to the development of (name of your state) and the United States in a very wide variety of ways as we have for many years in the past.

As President of the (name of AOH Division), I ask that each (name of the library system) Branch set up a display table throughout March which will feature books, DVDs, video's and CDs on the Irish-American heritage, history, and culture. I ask that the tables are accompanied with a sign which simply states "MARCH IS IRISH-AMERICAN HERITAGE MONTH".

I would particularly like to highlight and emphasize the need to display biographical books about Americans of Irish ancestry. There is a treasure trove of information in this area which needs exposure and which can be highly educational and greatly appreciated by (name of library system) patrons.

I would like to arrange a brief meeting between you and members of the (name of AOH Division) to further discuss these opportunities. Accordingly, one of our members will call you in the near future to arrange a meeting date and time.

Sincerely,

Name of AOH President
AOH Division ...