

Sample "inquiry" letter:

Dear \_\_\_\_\_,

Over the last decade Middleton Public Library has had the honor of hosting some wonderful and talented authors, including Kent Haruf, Manette Ansay, Larry Watson, and Patricia McConnell. The city of Middleton is a suburb of Madison, Wisconsin, and the area is known for its love of books and good writing. Typically we have an audience of between 35 and 60 for author readings.

We would like to invite \_\_\_\_\_ to come to Middleton to read and discuss \_\_\_\_\_. His/her work is [*popular; respected; of interest*] to our patrons and we think a program with \_\_\_\_\_ would be very successful here.

Generally authors read for about 30-40 minutes and then take questions for 20 minutes. We serve refreshments and authors are welcome to bring books to sell. Programs generally run from 7pm to 8:30pm.

We can offer an honorarium of \_\_\_\_\_ which includes travel.

Ideally we would like to host \_\_\_\_\_ this October on either the 16<sup>th</sup> or the 23<sup>rd</sup>. However, we are flexible about both the month and the date if \_\_\_\_\_ is interested in reading here.

Please let me know by \_\_\_\_\_ if this program is a possibility. Thank you so much.

**Liz Dannenbaum, Head of Adult Services**

---

1. Indicate the library's previous experience with author visits if possible.
2. Let the author or their representative know where the library is and the area population.
3. Indicate the potential size of the audience.
4. Suggest why you are inviting this particular author.
5. Make sure to indicate when do you want them; what can you pay them; and if they can they sell books.