Dear Public Library Media Specialist,

Students at ________________ have begun a research project about ____________________________________________________________ ____________________________________________________________.

The project start date is __________ and the anticipated end date is __________. These students are in the ______ grade and are working on this project for their _________________________ class.

You may wish to organize a special section to display media materials for this educational project. Any help you may offer to these students is greatly appreciated. Please contact the person below if you need additional information. Thanks for your help!

Contact __________ at (    )___________ for more information.