

## Municipal Candidate Letter Template Instructions and Information

This letter is intended to go to municipal election candidates. The final day for candidate nominations is September 22, 2025 and the municipal election will be held October 20, 2025 so letters should be sent in between those dates.

Please edit this letter template to suit your library. You should include stats from your annual report, and positive stories about your library if you have them.

### Additional Resources

Visit the Municipal Election Webpage for the following resources:

- Press release templates
- Social media templates
- One-page leave behind for meetings with candidates
- Testimonials from patrons
- Advocacy strategy guide for trustees

Contact [hhalberg@prl.ab.ca](mailto:hhalberg@prl.ab.ca) if you would like advocacy training or help with advocacy for upcoming municipal elections. We are happy to send a member of our Advocacy committee to do in person training, or provide assistance remotely.

August 13, 2025

**Address**

**Dear Mr./Mrs.**

The **[Name of Municipality] Library Board** would like to wish you luck in the upcoming municipal election! We invite all candidates to visit our library to get a membership to experience the services we offer.

The **[library name]** is committed to serving residents of **[municipality name]**. As a front-line community service organization, we recognize the need for equitable access to information and technology. A patron from our region recently shared with us that they found a job they were excited about and used the library computers and printers to do their online training. They were able to get the necessary paperwork completed and get their career started. Eventually, they were able to get their own laptop, but when they were first starting out the library was a critical resource to them. It's stories like these that motivate us to provide the best service we can to our community members!

As you can see from the story above, the library service is invaluable to many in our community, but we're excited to report that the numbers support our claims! In 2024, **our library had \_\_\_ program attendees, \_\_\_ materials checked out, and \_\_\_ reference questions answered.**

We sincerely appreciate your ongoing financial support, as it enables us to provide a wide range of services and support to our community. Stable and predictable funding from the municipal level is instrumental in our ability to fulfill our mission effectively.

Thank you for your continued support.

Sincerely,

**Chair, [Name of Library]**

**Contact information**