

Dear Mr Brown

Here is the report you requested on the need for a central library in the town of Crystal.

To obtain this information, I conducted an opinion survey of 600 area residents. I also met with the staff of the three community libraries in the area to discuss their book collections, staffing and space requirements.

The study indicates there is a definite need for a central library in Crystal.

The three head librarians and Ms. Marion Seymour of Technical Services were of help to me in organizing my research.

Thank you for the opportunity to conduct this study. It was both informative and enlightening. Please let me know if you would like to discuss this matter further.

Sincerely,

Your name

Your title