**SAMPLE SOLICITATION LETTER #1**

Dear **[person’s name]**,

The Illinois Library Luminaries program, sponsored by the Illinois Library Association, honors those who have made a significant contribution to Illinois libraries and whose supporters make a contribution of at least $1,000 **[Note: it’s currently $2,000, increased since the time this letter was written]** to the Illinois Library Association Endowment on their behalf. As committee members of the Illinois Library Association, we have seen what an honor this award is and what an illustrious group of librarians have been selected. To see the current luminaries, visit the ILA website at www.ila.org, Support ILA—Illinois Library Luminaries.

We immediately thought of the leadership provided by Lee Logan and were surprised that he is not yet been named part of this esteemed group. He embodies the spirit of this honor and has been nominated by John Sayers, Director of Kewanee Public Library District to receive it. However, contributions for his nomination are still needed.

Lee Logan started serving the library community in 1974 and retired in 2010 after a decades-long career advancing and assisting libraries in Illinois. (We've included more details about his contributions to librarianship below.) Perhaps he was a colleague, mentor, or friend to you. To honor Lee as an Illinois Library Luminary and to recognize his years of leadership for libraries in Illinois, we are launching *Thirty-Six Friends for Thirty-Six Years.* We are asking 36 people to each donate $25.00 to the ILA Endowment on behalf of Lee. Any donation will be accepted, but total contributions for Lee's nomination must meet the minimum of $1000 in order for Luminary status. Of course, we would like to keep this effort a secret from Lee until the goal is reached.

To donate by check, please make it payable to "Illinois Library Association Endowment" with a note of "Lee Logan, Library Luminary" in the memo line. Checks may be sent to Illinois Library Association, 560 W. Washington Blvd., Ste. 330, Chicago, IL 60661.

To donate by credit card online, visit the ILA website at www.ila.org and select “Support ILA.” Please be sure to select "Illinois Library Luminaries" for *Fund Name* and to list "Lee Logan, Library Luminary" for *Dedication or Additional Information.*

Also, if you are willing, please share this information with friends and colleagues who knew and/or were positively impacted by Lee.

Thank you for your consideration. Sincerely,

Pam Van Kirk and Genna Buhr