Dear Sir or Madam:

This is to inform you that a library district named the [insert Name] Public Library District has been established. The boundaries of the district are:

[insert legal description]

A copy of the [insert Name] County Board of Commissioners’ order establishing the district and a map are enclosed.

Please add the [insert Name] Public Library District to the tax rolls.

Sincerely,

[Name of sender]

enclosures