Dear Sir or Madam:

This is to inform you that the former [insert Name] Public Library District and the former [insert Name] Public Library District have been consolidated into one library district to be known as the [insert Name] Public Library District.

The boundaries of the unified [insert Name] Public Library District are:

[insert legal description]

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

Sincerely,

[Name of sender]

enclosures