Dear Sir/Madam,

Each year during Children’s Book Council of Australia (CBCA) Book Week [Your Library service’s name] presents various activities based on the CBCA Book of the Year shortlisted books. These events attract children and families from the local area and also visits to the library from local school children and their teachers.  These planned activities so far include:

* Displays in the library
* Book Week activities at local schools and local markets – includes story times and book displays
* Readers theatre - simple dramatised reading of a scene from a book
* Storytelling - will include some stories being presented as story boards
* Cross words and find-a-words
* Competitions (colouring in etc.)

We are seeking your permission to use the short listed titles listed below and published by your company in these ways during the Children’s Book Council of Australia (CBCA) Book Week, crediting the author and publisher.

[Book titles here]

Yours sincerely,