

Dear **[Rep./Sen.]** – elect **[John Smith]**,

As the director of the **[Library name]**, I would like to congratulate you on winning the **XX** Ohio **[House/Senate]** District seat for the upcoming 133nd session of the Ohio General Assembly.

We look forward to working with you, and providing any information you or your staff may need. Please feel free to contact me anytime.

Sincerely,

[Name]

Director

[Library name]