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Your local library intends to improve its service and facilities. As a regular library use, please write a letter to the chief librarian, offering your suggestions. Your letter should be no less than 100 words. You dont need to write the address. Dont sign your own name at the end of the letter, use Donna instead. Dear Sir or Madam, I am glad to hear that the library is to take some measures to improve its service and facilities. So I am writing to offer my proposals. We all know that libraries play a vital role in the education and entertainment of the general reader. In my opinion, our library should do its best to purchase the latest publications as well as make sure that it has a full set of classical and reference works. Another important facility I suggest is the Internet via computers. In this way, the library will expand its services to a larger number of readers. All in all, I think a library should take all necessary measures to keep up with the times. I will highly appreciate your consideration of my proposals. Yours sincerely, Donna 译文 亲爱的女士或先生：听说我们的图书馆将改善服务和设施我很高兴。我写信想提些我的建议。我们都知道图书馆在对大众的教育和娱乐方面起了很重要的作用。我认为我们的图书馆应该尽量购买最新的出版物，另外要保证收藏所有的经典书和参考书。另外我要建议的是电子图书馆。这样，更多的人可以享受到图书馆的服务。总之，我想一个好的图书馆应该紧跟时代的发展。希望你能考虑我的

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