

Request for Renewal of Online Resource Access

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of my access to [Name of the Online Resource] which is set to expire on [Expiration Date]. As a [Your Position/Role] at [Your Organization/Institution], I have found this resource invaluable for [briefly explain how you have used the resource].

Please let me know if there are any forms or procedures that I need to complete in order to facilitate this renewal. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Position]
[Your Organization/Institution]
[Your Email]
[Your Phone Number]