

Appeal for Archival Subscription Access Denial

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally appeal the denial of my application for access to [Specific Archival Resource/Database], as communicated to me on [Date of Denial]. I believe my request fulfills the eligibility criteria outlined in your policy.

[Briefly explain your need for access, including any relevant details about your research, study, or project. Mention how access to the archival materials is essential for your work.]

I kindly ask you to reconsider my application and allow me access to the resources I require. I am more than willing to provide any additional information necessary to support my appeal.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]