

Appeal for Removal of Obsolete Collections

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for the removal of certain obsolete collections from [specify the collection or collection system]. After a comprehensive review and analysis, it has become evident that these collections no longer serve a purpose in our current operational framework.

[Provide specific examples of the obsolete collections, along with reasons for their removal, such as outdated data, lack of relevance, etc.]

The removal of these collections will not only enhance efficiency but also improve user experience by providing access to more relevant and updated resources.

I kindly request your favorable consideration of this appeal and look forward to your prompt response. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Title]