

Letter of Interest in Non-Circulating Literature

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Library/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the non-circulating literature collection at [Library/Institution Name]. As an avid researcher and literature enthusiast, I am particularly drawn to the unique resources that non-circulating materials provide.

Having studied [specific subjects or areas], I believe that access to your non-circulating literature would significantly enhance my research and understanding of [specific topics]. I am eager to explore the possibilities that your collection presents.

Please let me know about the process for accessing these materials and any guidelines that I should be aware of. Thank you for considering my interest, and I look forward to your response.

Sincerely,

[Your Name]