

Inquiry Regarding National Library Deposit Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient's Name]

[Title]

[National Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the deposit I submitted on [insert deposit date] for [insert title of the work]. As I have not yet received confirmation of its acceptance, I am eager to know whether it has been processed and if there are any further actions required on my part.

Understanding the importance of this deposit for archival purposes, I would greatly appreciate any updates you can provide regarding its status. Additionally, please let me know if there is any documentation or information you need from me to assist with this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]