

Request to Add a Book to the Reading List

Date: [Insert Date]

To: [Insert Name]

Position: [Insert Position]

Department: [Insert Department]

[Insert Institution/Organization Name]

Dear [Insert Name],

I hope this message finds you well. I am writing to formally request the addition of a book to our reading list for the [Insert Course/Program Name]. The book I would like to recommend is titled "*[Book Title]*" by [Author's Name].

This book is particularly relevant because [insert reason for recommendation, e.g., "it provides valuable insights on..." or "it aligns perfectly with our curriculum goals"]. I believe that having this book on our reading list would greatly benefit our students by [insert anticipated outcomes, e.g., "enhancing their understanding of the subject" or "encouraging critical thinking"].

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Institution/Organization]