

# Interlibrary Loan Request for Historical Documents

**Date:** [Insert Date]

**To:** [Insert Library Name]

**Address:** [Insert Library Address]

**Attn:** Interlibrary Loan Department

Dear Interlibrary Loan Specialist,

I hope this message finds you well. I am writing to request an interlibrary loan for the following historical documents:

## Document Details

- **Title:** [Insert Title of Document]
- **Author/Creator:** [Insert Author Name]
- **Publication Year:** [Insert Year]
- **Library of Record:** [Insert Library Name where the document is held]
- **Call Number:** [Insert Call Number]

I am conducting research on [briefly describe the topic of your research] and believe that these documents would be invaluable to my study.

Please let me know if the requested documents are available for loan and any associated costs or procedures I should be aware of.

Thank you for your assistance with this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]