

# Interlibrary Loan Request for Personal Reading

Date: [Insert Date]

To: [Librarian's Name]

[Library's Name]

[Library's Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I hope this message finds you well. I am writing to request an interlibrary loan for a book that I am interested in reading for personal purposes. Below are the details of the book:

- **Title:** [Book Title]
- **Author:** [Author's Name]
- **ISBN:** [ISBN Number]
- **Publication Year:** [Year]

If this book is available at another library, I would greatly appreciate your assistance in facilitating this loan. I understand that there may be a processing fee, which I am willing to cover.

Thank you for your help and support. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]