

Inquiry for Academic Library Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Librarian's Name]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Position, e.g., graduate student] at [Your Institution]. I am reaching out to inquire about the assistance and resources available at [Library Name].

Specifically, I am looking for [briefly explain the type of assistance you need, e.g., access to specific databases, help with research strategies, or interlibrary loan services]. I would greatly appreciate any guidance or support you can offer in this matter.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]