

# Request for Library Membership

Date: [Insert Date]

To,

The Librarian,  
[Library Name]  
[Library Address]  
[City, State, Zip Code]

Dear [Librarian's Name],

I hope this letter finds you well. I am writing to request a library membership for my child, [Child's Name], aged [Child's Age]. We believe that being a member of your library will greatly benefit their education and foster a love for reading.

Please find the following details for the application:

- Child's Name: [Child's Name]
- Age: [Child's Age]
- Address: [Child's Address]
- Parent/Guardian's Name: [Your Name]
- Contact Number: [Your Phone Number]

Kindly let us know of any documents or additional information you may require for the registration process. We appreciate your assistance and look forward to your positive response.

Thank you for your attention.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]