

Appeal for Computer Lab Access

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Library Name]
[Library Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal for access to the computer lab at [Library Name]. I am currently [a student/employee] at [Your Institution/Organization] and I require access to the computing resources to [briefly explain your reason, e.g., complete coursework, conduct research, etc.].

Having access to the computer lab would significantly assist me in [explain how it will help you, e.g., improving my skills, completing projects on time]. I understand the constraints that may exist regarding usage policies and availability, but I assure you that I will adhere to all guidelines set forth by the library.

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

Sincerely,
[Your Name]