

Application for Library Computer Lab Usage

Date: [Insert Date]

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

Dear [Librarian's Name],

I am writing to formally request permission to use the computer lab at [Library Name] for [specific purpose, e.g., research, assignments, projects] on [specific dates or duration].

As a [student/visitor/member] of [institution or community], I am keen to utilize the resources available in the library to enhance my research and improve my skills.

I would greatly appreciate your consideration of my request. Please let me know if there are any forms to complete or further information you require.

Thank you for your time and assistance.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Membership/Student ID if applicable]