

Letter of Demand for Library Computer Lab Usage Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request approval for the usage of the computer lab at [Library Name] for [specific purpose or event] scheduled on [date]. As a [your role, e.g., student, community member], I believe access to the lab is crucial for [explain reasons].

The [specific purpose or event] aims to [provide details about the event or activity]. Utilization of the computer lab will greatly enhance our ability to [explain benefits and importance].

I kindly ask for your support in granting us access to the facility on the mentioned date. Please let me know if there are any forms or further information needed to proceed with this request.

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

Sincerely,

[Your Name]