

# Letter of Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Library Director's Name]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Library Director's Name],

I am writing to formally request access to the computer lab facilities at [Library Name] for [specific purpose, e.g., educational workshops, tutoring sessions, etc.]. As [a student/an organization/individual], it is vital for us to utilize technological resources to enhance our learning and productivity.

We are looking to use the computer lab on [insert specific dates and times] and believe that these facilities will greatly benefit our [mention specific goals or objectives]. We assure you that we will adhere to all library policies and guidelines during our usage.

Thank you for considering our request. I am looking forward to your positive response. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]