

Permission Request for Library Computer Lab Usage

Date: [Insert Date]

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

Dear [Librarian's Name],

I hope this message finds you well. I am writing to formally request permission to use the computer lab in [Library Name] for [specific purpose, e.g., a group project, studying, etc.].

The proposed date and time for the use of the computer lab is [insert date and time]. I believe that utilizing the resources available in the lab will significantly enhance our productivity and access to necessary materials.

Please let me know if this request can be accommodated. I am willing to comply with any guidelines or rules you may have regarding the use of the facilities.

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

Sincerely,
[Your Name]
[Your Contact Information]
[Your Affiliation or School Name, if applicable]