Request for Access to Library's Computer Facilities
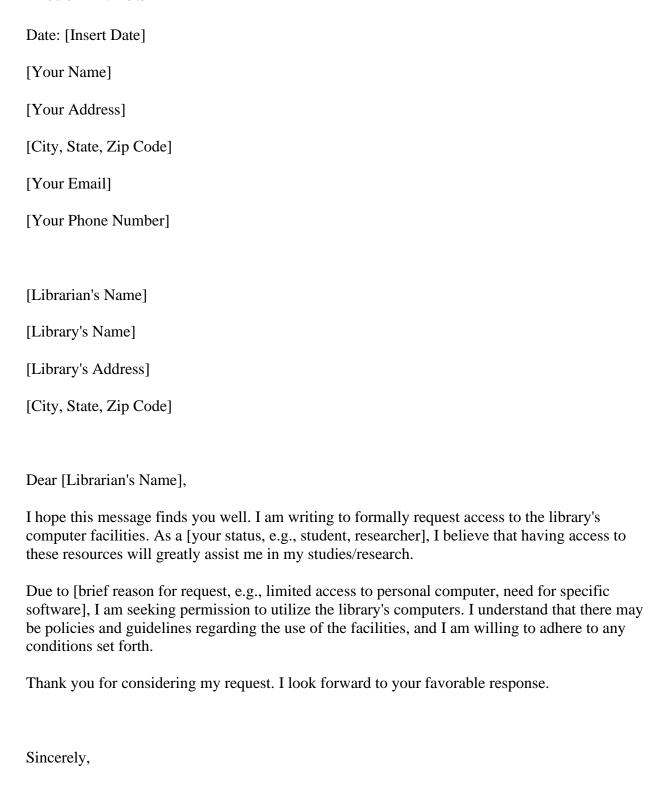
Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Librarian's Name]

[Library's Name]

[Library's Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I hope this message finds you well. I am writing to formally request access to the library's computer facilities. As a [your status, e.g., student, researcher], I believe that having access to these resources will greatly assist me in my studies/research.

Due to [brief reason for request, e.g., limited access to personal computer, need for specific software], I am seeking permission to utilize the library's computers. I understand that there may be policies and guidelines regarding the use of the facilities, and I am willing to adhere to any conditions set forth.

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

Sincerely,

[Your Name]