Request for Library Computer Lab Access

Date: _____

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

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 request access to the computer lab at [Library Name]. As a [student, researcher, etc.] at [Your Institution/Organization], I require access to the computer facilities for the purpose of [state your purpose, e.g., completing assignments, conducting research, etc.].

I believe that access to the computer lab will significantly enhance my ability to [explain how it will help you]. I am committed to adhering to all library policies and guidelines while using the facilities.

I appreciate your consideration of my request and look forward to your positive response. Thank you for your time and assistance.

Sincerely,

[Your Name]