

# Request for Access to Library Archive

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request access to the library archive for the purpose of conducting personal genealogy research. My name is [Your Name], and I am a resident of [Your Address].

I am particularly interested in accessing the following materials:

- [Specify Material 1, e.g., birth records]
- [Specify Material 2, e.g., marriage certificates]
- [Specify Material 3, e.g., census data]

This research is important to me as I am seeking to trace my family history and preserve our lineage. I understand the importance of these materials and commit to handling them with care and respect.

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

Sincerely,

[Your Name]

[Your Contact Information]