

Library Database Subscription Query

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,

[Librarian's Name]

[Library Name]

[Library Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Database Subscription

Dear [Librarian's Name],

I hope this message finds you well. I am writing to inquire about the database subscriptions available at [Library Name]. I am particularly interested in understanding the range of databases offered, subscription costs, and any potential discounts for patrons or academic institutions.

Additionally, if you could provide information regarding access procedures and usage policies, I would greatly appreciate it.

Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]