

# **Inquiry for Library Reference Assistance**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [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 inquire about your library's reference assistance services.

I am currently researching [briefly describe your topic or question] and would appreciate any guidance or resources you could provide.

If possible, I would like to schedule a consultation or receive advice on how to proceed with finding the necessary information.

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

Sincerely,

[Your Name]