

# Request for Summer Library Pass

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 a summer library pass for [Specify the child's name or your name if you are an adult]. We are keen on utilizing the library's resources during the summer months to promote reading and literacy.

The summer library pass would allow us to access various programs, resources, and activities that the library offers, which would greatly benefit [Insert child's name or "my family"].

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

Sincerely,

[Your Name]