

Inquiry for Availability of Audio-Video Materials

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Library Name

Library Address

City, State, Zip Code

Dear [Librarian's Name or "Library Staff"],

I hope this message finds you well. I am writing to inquire about the availability of audio-video materials at your library, specifically in the areas of [mention specific subjects, genres, or titles if any].

I would appreciate it if you could provide me with information regarding the catalog and whether the materials are currently accessible for borrowing or if they require a reservation.

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

Sincerely,

[Your Name]