

# Library Reservation Request

Date: [Insert Date]

To,  
The Librarian,  
[Library Name],  
[Library Address],  
[City, State, Zip Code]

Subject: Reservation Request for Audio-Video Materials

Dear [Librarian's Name],

I hope this message finds you well. I am writing to request a reservation for the following audio-video materials:

- Title: [Material Title 1] - Format: [DVD/Blu-ray/CD] - Quantity: [Number]
- Title: [Material Title 2] - Format: [DVD/Blu-ray/CD] - Quantity: [Number]
- Title: [Material Title 3] - Format: [DVD/Blu-ray/CD] - Quantity: [Number]

Reservation Date: [Start Date] to [End Date]

Please let me know if the materials are available for the requested dates. I appreciate your assistance with this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Library Card Number (if applicable)]