

Application for Access to Online Archival Resources

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

Library Director

[Library Name]

[Library Address]

[City, State, ZIP Code]

Dear [Library Director's Name],

I am writing to formally request access to the online archival resources provided by [Library Name]. I am currently [provide a brief description of your background, e.g., a student at XYZ University, a researcher, etc.], and I believe that the materials available in your collection will significantly enhance my research on [briefly describe your research topic or purpose].

As I am currently unable to access these materials in person, I would greatly appreciate the opportunity to utilize the online resources offered by your library.

I understand and agree to comply with the terms and conditions associated with the use of these resources.

Thank you for considering my request. I look forward to your positive response and am happy to provide any further information if necessary.

Sincerely,

[Your Name]