

# Confirmation Request for Online Archival Access

Date: [Insert Date]

To: [Librarian's Name]  
[Library's Name]  
[Library's Address]  
[Library's Email]

Dear [Librarian's Name],

I hope this message finds you well. I am writing to formally request confirmation of my access to the online archival resources provided by [Library's Name]. I believe that these resources will greatly aid my research on [specific topic].

Details of my request are as follows:

- Name: [Your Name]
- Email: [Your Email]
- Library Card Number: [Your Library Card Number]
- Specific Archives Requested: [List of Archives]

Thank you for your assistance. I look forward to your prompt confirmation regarding my access to these invaluable resources.

Best regards,

[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]