

Proposal for Digital Archive Usage

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Library Name]

[Library Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose the usage of the digital archive at [Library Name] for our upcoming project titled "[Project Title]." Our goal is to utilize the extensive resources available in the digital archive to enhance research and accessibility for our community.

The proposed project aims to [briefly describe the project goals and objectives]. Access to the digital archive will be instrumental in achieving these goals as it contains [mention specific resources or archives relevant to the project].

We believe that collaborating with [Library Name] will not only enrich our work but also promote the library's resources to a wider audience. We are committed to giving full credit to [Library Name] in all project materials and publications.

We would appreciate the opportunity to discuss this proposal further at your convenience. Please let us know a suitable time for a meeting, or if you require any additional information.

Thank you for considering our request. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]