

Library Collection Assessment Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Library Name]

[Library Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in assessing our current library collection for [specific purpose, e.g., identifying gaps, enhancing diversity, etc.]. As part of our ongoing efforts to improve our services and resources, we believe this assessment is crucial.

We would appreciate your expertise in evaluating our collection's strengths and weaknesses. Specifically, we are interested in your insights on the following:

- Current trends and needs in library resources.
- Assessment criteria for collection improvement.
- Recommendations for enhancing our collection.

Please let us know a convenient time for you to discuss this further or if you require any additional information. We are eager to collaborate on this important initiative.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Library Name]