

Library Holdings Evaluation Inquiry

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Institution]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the evaluation of our current library holdings. As part of our commitment to providing exceptional resources to our patrons, we are conducting a thorough assessment of our collection.

Could you please provide information regarding the methodologies used in your recent holdings evaluation? Additionally, we would appreciate any insights on criteria for assessing the relevance and usage of library materials.

Your expertise is invaluable as we aim to enhance our library services and ensure that our collection meets the evolving needs of our community.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]