

Library Inventory Cataloging Request for Audiovisual Items

Date: [Insert Date]

To: [Librarian/Head of Cataloging Department]

From: [Your Name]

Library: [Your Library Name]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Librarian/Head of Cataloging Department],

I am writing to request the cataloging of audiovisual items that have recently been added to our library collection. These items include:

- [Item 1: Title, Format, Year]
- [Item 2: Title, Format, Year]
- [Item 3: Title, Format, Year]

These items are crucial for enhancing our multimedia resources and providing our patrons with diverse educational materials. I have attached a complete list of the items, along with any relevant details for cataloging.

Please let me know if you require any additional information or if there are specific procedures we should follow for this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]