

# Library Inventory Cataloging Request

Date: [Insert Date]

To: [Insert Librarian's Name]

Position: [Insert Librarian's Position]

Library Name: [Insert Library Name]

Address: [Insert Library Address]

Dear [Insert Librarian's Name],

I hope this message finds you well. I am writing to request a cataloging update for our children's literature section. Due to recent donations and purchases, we have several new titles that need to be recorded in our inventory system.

Please find the list of books attached:

- [Book Title 1] - [Author] - [ISBN]
- [Book Title 2] - [Author] - [ISBN]
- [Book Title 3] - [Author] - [ISBN]

These additions aim to enhance our collection and support the literacy development of our younger patrons. I appreciate your prompt attention to this matter.

Thank you for your assistance!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]