

Library Inventory Cataloging Request

Date: [Insert Date]

To: [Library Manager's Name]

From: [Your Name]

Subject: Request for Cataloging Digital Resources

Dear [Library Manager's Name],

I hope this message finds you well. I am writing to formally request the cataloging of new digital resources acquired for our library's collection. These resources include e-books, online journals, and databases that will greatly enhance our patrons' access to information and learning materials.

Details of the digital resources are as follows:

- Title: [Insert Title 1] - Format: [eBook/Journal/etc.] - URL: [Insert URL]
- Title: [Insert Title 2] - Format: [eBook/Journal/etc.] - URL: [Insert URL]
- Title: [Insert Title 3] - Format: [eBook/Journal/etc.] - URL: [Insert URL]

These additions align with our goal of providing a comprehensive and diverse collection to meet the needs of our library users. I would appreciate it if the cataloging process could be expedited to ensure availability for our patrons.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Your Contact Information]