

Interlibrary Loan Request for Library Inventory Cataloging

Date: [Insert Date]

To: [Librarian's Name]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I hope this message finds you well. I am writing to request assistance with the cataloging of inventory for an interlibrary loan. We are currently in the process of updating our collection and would greatly appreciate your help in accessing the following items:

- Title: [Insert Title]
- Author: [Insert Author]
- ISBN: [Insert ISBN]
- Publication Year: [Insert Year]

These materials will enhance our library's offerings and better serve our community. Please let me know if these items are available for interlibrary loan or if you require additional information.

Thank you for your support and cooperation. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Library Name]

[Your Library Address]

[Your Contact Information]