

Library Inventory Cataloging Request

Date: [Insert Date]

To: [Insert Librarian's Name]

From: [Your Name]

Subject: Request for Cataloging of New Acquisitions

Dear [Librarian's Name],

I hope this message finds you well. I am writing to request the cataloging of new acquisitions for our library inventory. Below is the list of materials that require cataloging:

- [Title of Book/Material 1] - [Author/Publisher]
- [Title of Book/Material 2] - [Author/Publisher]
- [Title of Book/Material 3] - [Author/Publisher]

These new additions will greatly enhance our collection and provide valuable resources for our patrons. I kindly ask you to initiate the cataloging process at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]