

Library Inventory Cataloging Request

Date: [Insert Date]

To: [Librarian's Name]

Library Name: [Library Name]

Address: [Library Address]

Email: [Librarian's Email]

Dear [Librarian's Name],

I am writing to request an inventory cataloging of certain outdated materials in our library collection. The materials listed below have not been in circulation and may require review for possible removal, updating, or digital archiving:

- Title: [Title of Material 1], Author: [Author Name], Publication Year: [Year]
- Title: [Title of Material 2], Author: [Author Name], Publication Year: [Year]
- Title: [Title of Material 3], Author: [Author Name], Publication Year: [Year]

Please let me know the next steps in this process and if you require any further information from my side. I appreciate your attention to this matter.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]