

Library Inventory Cataloging Request for Periodicals

Date: [Insert Date]

To: [Insert Library Manager's Name]

Library Name: [Insert Library Name]

Address: [Insert Library Address]

Dear [Insert Library Manager's Name],

I am writing to formally request the cataloging of new periodicals that have recently been acquired for our library's collection. The details of the periodicals are as follows:

- Title: [Insert Title of Periodical]
- ISSN: [Insert ISSN]
- Frequency: [Insert Frequency (e.g., Monthly, Quarterly)]
- Date of Latest Issue: [Insert Date]
- Description: [Insert Brief Description]

These periodicals will greatly enhance our library's offerings and support the research needs of our patrons. Your assistance in cataloging these items is greatly appreciated.

Thank you for your attention to this matter. Please let me know if you require any additional information.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]