

Library Inventory Cataloging Request for Rare Books

Date: [Insert Date]

To: [Librarian's Name]

[Library Name]

[Library Address]

Dear [Librarian's Name],

I hope this message finds you well. I am writing to formally request the cataloging of several rare books that have recently been acquired by our library. These books hold significant historical value and contribute greatly to our collection.

Details of the rare books are as follows:

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

We believe that proper cataloging is essential to ensure these books are easily accessible to our patrons and researchers. Please let us know the next steps in the cataloging process and any additional information you may require.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Library Name]