

Library Inventory Cataloging Request for Special Collections

Date: [Insert Date]

To: [Insert Librarian/Manager's Name]

Library Name: [Insert Library Name]

Address: [Insert Address]

Dear [Insert Librarian/Manager's Name],

I am writing to request the cataloging of special collections that are currently in our inventory. As we aim to enhance accessibility and preservation, the following items require urgent attention:

- [Item 1: Title, Author, Year, Description]
- [Item 2: Title, Author, Year, Description]
- [Item 3: Title, Author, Year, Description]

These materials are significant for our patrons and their inclusion in our catalog will benefit our community greatly. I would appreciate your prompt attention to this matter and look forward to your response regarding the next steps.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Library Name]