

Request for Assistance

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your assistance with my book reservations at [Library/Bookstore Name]. Due to [brief explanation of your situation, e.g., time constraints, lack of access], I am having difficulty managing the reservations on my own.

Could you please help me with the following books:

- [Book Title 1] - [Author]
- [Book Title 2] - [Author]
- [Book Title 3] - [Author]

I would greatly appreciate any guidance you could provide or if you could assist me by reserving these titles on my behalf.

Thank you very much for your time and consideration. I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]

[Your Library/Bookstore Card Number, if applicable]