

# Inquiry about Book Stock Status

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Library Name]  
[Library Address]  
[City, State, Zip Code]

Dear [Librarian's Name or Library Staff],

I hope this message finds you well. I am writing to inquire about the current stock status of certain books available at [Library Name]. Specifically, I am interested in the following titles:

- [Title 1]
- [Title 2]
- [Title 3]

I would appreciate any information regarding their availability and the possibility of reserving them if they are currently checked out.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]