

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

[Date]

[Librarian's Name]  
[Library Name]  
[Library Address]  
[City, State, Zip Code]

Dear [Librarian's Name],

I hope this letter finds you well. I am writing to request information regarding the options available for interlibrary loan services at [Library Name]. I am currently researching [brief description of your research topic] and would like to access resources that may not be available in our local collection.

Specifically, I am interested in the following titles and materials:

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

Could you please provide details on the process for requesting these items, including any forms I need to fill out and the expected time frame for receiving the materials? Additionally, I would appreciate any information about potential fees associated with the interlibrary loan service.

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

Sincerely,  
[Your Name]