

Letter of Appeal for Purchasing Scholarly Resources

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for funding to purchase essential scholarly resources for our [department/program/library]. As we strive to maintain a comprehensive and up-to-date collection of academic materials, it has become increasingly evident that certain crucial resources are lacking.

[Briefly explain the specific resources needed and their significance to your department or program.]

Access to these materials is vital for our research, teaching, and overall academic excellence. By investing in these scholarly resources, we can better support our students and faculty, enhance the quality of education, and foster an environment conducive to innovative research.

I appreciate your consideration of this appeal and your continued support for our academic endeavors. I am happy to provide further information or meet to discuss this matter at your convenience.

Thank you for your attention to this important request.

Sincerely,

[Your Name]

[Your Position]

[Department/Program Name]