

Request for Advanced Reading Copy

Date: [Insert Date]

To: [Insert Librarian's Name]

[Insert Library Name]

[Insert Library Address]

Dear [Librarian's Name],

I am writing to request an advanced reading copy of [Book Title] by [Author's Name]. As a librarian at [Your Library Name], I am keen to evaluate this title for potential inclusion in our collection.

The book, which is set to release on [Release Date], has garnered significant attention in the [Genre/Category] genre, and I believe it would greatly benefit our community.

Should you provide this copy, I promise to share my thoughts and promote it within our library programs.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Library Name]

[Your Contact Information]