

# Inquiry About Book Renewal

Date: [Insert Date]

To: Librarian  
[School Name] Library  
[School Address]

Dear [Librarian's Name],

I hope this message finds you well. I am writing to inquire about the renewal process for library books that my child, [Child's Name], has checked out from [School Name] library. We have enjoyed these books and would like to request an extension on the renewal period.

Could you please provide information regarding the steps needed for this request? Additionally, if there are any specific guidelines or restrictions I should be aware of, I would greatly appreciate your guidance.

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

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Relationship to the Child]