

# Request for Book Renewal

Date: [Insert Date]

To,

The Librarian,  
[School Name] Library,  
[School Address]

Subject: Request for Renewal of Library Books

Dear [Librarian's Name],

I hope this message finds you well. I am writing to request the renewal of the following library books currently checked out under my name:

- Book Title 1 by Author 1
- Book Title 2 by Author 2
- Book Title 3 by Author 3

The current due date for these books is [Insert Due Date], and I would greatly appreciate an extension to continue my reading and research.

Thank you very much for your attention to this matter. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Grade/Class]  
[Your Contact Information]