Book Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,

[Librarian's Name]

[Private School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I am writing to request the renewal of the following book(s) from the school library:

- Title: [Book Title 1] - Author: [Author Name 1] - ISBN: [ISBN Number 1]
- Title: [Book Title 2] - Author: [Author Name 2] - ISBN: [ISBN Number 2]

These books have been valuable resources for my studies/research, and I would greatly appreciate your assistance in extending the borrowing period.

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

Sincerely,

[Your Name]