

Inquiry for Donation of Scholarly Materials

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Institution/Organization]. We are currently seeking donations of scholarly materials to enhance our collection and support our ongoing research and educational activities.

We believe that your organization's resources would greatly benefit our community, as we aim to provide access to high-quality academic materials for our students and researchers. We are particularly interested in [specify types of materials, e.g., books, journals, databases, etc.].

We would greatly appreciate any contributions you could make, and we are happy to discuss potential arrangements for collection or shipment. Additionally, we can provide documentation for tax deduction purposes, should that be beneficial to you.

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

Warm regards,

[Your Name]

[Your Title]

[Your Institution/Organization]

[Your Email]

[Your Phone Number]