

Library Access Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Librarian's Name]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I hope this message finds you well. I am writing to request the renewal of my library access, which is set to expire on [Insert Expiration Date]. My library card number is [Insert Library Card Number].

As an avid reader and a frequent visitor to the library, I have greatly benefited from the resources and services offered. I would like to continue utilizing the library's facilities and borrow books for my educational and personal enrichment.

Please let me know the necessary steps to complete the renewal process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]