

Request for Instructional Resources

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in sourcing instructional resources that could greatly benefit our educational programs at [Your Institution's Name]. As we strive to enhance our curriculum, we are seeking [specific types of resources or materials].

Your expertise and resources in this area would be invaluable to us. We are particularly interested in [describe any specific needs or goals]. If you can provide any information on available resources or suggestions on where we might locate them, we would greatly appreciate your input.

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

Warm regards,

[Your Name]

[Your Title]

[Your Institution's Name]

[Your Phone Number]

[Your Email Address]