

Subject: Appeal for Extended Digital Library Access

Dear [Library Administrator's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Position/Title] at [Your Institution/Organization]. I am writing to formally appeal for an extension of my access to the digital library resources.

Due to [reason for needing extended access, e.g., ongoing research project, course requirements, etc.], I have found the digital library to be an invaluable resource. The materials available have significantly contributed to my work, and having continued access would greatly enhance my ability to [mention specific goals, projects, or obligations].

I understand that access is typically granted for a limited time, but I kindly request consideration for an extension based on the academic requirements I am currently facing. I assure you that I will adhere to all guidelines and usage policies while accessing the digital library resources.

Thank you for considering my appeal. I look forward to your favorable response.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Institution/Organization]