

Proposal for Extended Library Hours During Exam Periods

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Initiative for Extended Library Hours

Dear [Recipient's Name],

I hope this message finds you well. As we approach the upcoming exam periods, I would like to propose an initiative to extend the library hours to better accommodate students' needs during this crucial time.

Many students rely on the library as a quiet space for studying and accessing resources. However, with the current operating hours, many students find it challenging to utilize library services effectively during peak study times. Extending the hours could significantly benefit the student body by providing them with additional time and space to prepare for their exams.

Proposed Extended Hours:

- Weekdays: [Insert proposed hours, e.g., 8 AM to 12 AM]
- Weekends: [Insert proposed hours, e.g., 10 AM to 10 PM]

I believe that implementing these extended hours will not only enhance student productivity but also promote a supportive academic environment. I would appreciate the opportunity to discuss this proposal further and explore potential support for this initiative.

Thank you for considering this important change. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position/Role]

[Your Contact Information]