

University Library Access Request

Date: [Insert Date]

To:

Library Director

[Library Name]

[University Name]

[University Address]

Dear [Library Director's Name],

My name is [Your Full Name], and I am an alumnus/alumna of [University Name], having graduated with a [Degree] in [Year of Graduation]. I am writing to formally request access to the university library as an alumnus/alumna.

As a former student, I have greatly valued the resources and facilities available at the library, which have been essential for my academic and professional development. I would like to continue utilizing the library's resources for further research and personal projects.

Please let me know if there are any specific procedures or forms that I need to complete to gain access. I appreciate your attention to this matter and look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]

[Your Alumni ID (if applicable)]