

Library Access Request for Distance Learners

Date: [Insert Date]

To:

Library Director

[University Name]

[University Address]

Dear [Library Director's Name],

I hope this message finds you well. My name is [Your Name], and I am a distance learner enrolled in the [Your Program Name] at [University Name]. I am writing to formally request access to the university library resources to support my studies.

As a distance learner, having remote access to library materials is crucial for my academic success. I am particularly interested in accessing [specific resources, e.g., databases, e-books, journals] that would greatly enhance my research and coursework.

I assure you that I will adhere to all library policies and guidelines while utilizing the resources provided. Please let me know if you require any further information or documentation to process my request.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Program Name]