

University Library Access Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to request access to the [University Name] Library as an external researcher. My name is [Your Name], and I am a [Your Position/Title] at [Your Institution/Organization]. I specialize in [Your Research Area], and I am currently conducting research on [Brief Description of Research Topic].

Access to the university library's resources will be invaluable for my work, particularly the [specific resources, archives, or collections you need access to]. I assure you that I will adhere to all library policies and regulations during my visit.

Please let me know if there are any forms or additional information you require to process my request. I look forward to your prompt response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Institution/Organization]