

# Library Access Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I hope this letter finds you well. My name is [Your Name] and I am an international student pursuing a degree in [Your Program] at [University Name]. I am writing to request access to the university library's resources and facilities.

As an international student, I am eager to utilize the library's vast resources to enhance my academic performance and research capabilities. I would greatly appreciate your assistance in facilitating access to the library.

If there are any specific documents or requirements needed to complete this request, please let me know. I am looking forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]