

Request for Library Access

Date: [Insert Date]

To,

The Librarian,
[University Name] Library,
[University Address]

Dear [Librarian's Name],

I hope this message finds you well. I am writing to formally request access to the [University Name] Library as a visiting scholar. My name is [Your Name], and I am a [Your Position, e.g., Research Fellow, Professor] at [Your Institution].

As part of my research on [Brief Description of Research Topic], I believe that the resources available in your library would be invaluable to my work. I am particularly interested in accessing [Specific Resources or Collections].

My intended dates of visit would be from [Start Date] to [End Date]. I assure you that I will adhere to all library policies and regulations during my visit.

I would greatly appreciate your assistance in granting me the necessary permissions for library access. Please let me know if you require any further information or documentation to process my request.

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

Sincerely,

[Your Name]
[Your Position]
[Your Institution]
[Your Contact Information]