

Request for Additional Academic Reading Materials

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request additional academic reading options that would enhance our curriculum and further support student learning. As a [your position, e.g., student, educator, etc.], I believe that diversifying our reading materials will provide a broader perspective and enrich the educational experience.

Specifically, I am interested in titles that cover [mention specific topics or disciplines]. Access to these resources would greatly benefit not only my academic growth but also my peers who are equally eager to explore these areas.

I appreciate your attention to this matter and look forward to your positive response.

Thank you for considering my request.

Best regards,

[Your Name]

[Your Position, if applicable]