

Library Account Authorization for Special Collections

Date: [Insert Date]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Librarian's Name / Library Staff],

I, [Your Name], am writing to authorize access to my library account for the purpose of utilizing special collections. I understand that these materials require special handling and care, and I am committed to adhering to all guidelines set forth by the library.

Please find the relevant details of my library account below:

Library Card Number: [Your Library Card Number]

Email Address: [Your Email Address]

Phone Number: [Your Phone Number]

I appreciate your assistance in facilitating my access to these special collections. Should you need any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]