

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
School Name		
Address Line		
City, State Zip Code		

Re: Request to Use another School's Library (Parent to School)

Dear :

I am requesting permission that my child, Name, be allowed to use School Name library. Name must complete a research paper on the Amazon Rainforest and his/her school currently does not have the advanced research materials needed for this project.

Please contact me if you have any further questions concerning this request.

Sincerely,

N A M E