

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
Fraser Valley Regional Library  
[Library Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Request for [Specify Request]  
I hope this message finds you well. I am writing to formally request  
[describe your request, e.g., access to certain resources, information  
about a program, etc.].  
[Provide additional details to support your request, such as why the  
information is needed, any urgency involved, or how it aligns with  
library services.]  
I appreciate your attention to this matter and look forward to your  
prompt response. Should you need any further details, please do not  
hesitate to contact me.  
Thank you for your assistance.  
Sincerely,  
[Your Name]  
[Your Library Card Number (if applicable)]