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Letter of Inquiry Requesting Information

**Michael Harris  
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**Ms. Laura Evans  
Information Services Manager  
Rivertown Public Library  
456 Library Lane  
Rivertown, NY 10001**

Dear Ms. Evans,

I hope this letter finds you well. My name is Michael Harris, and I am a graduate student at Rivertown University, currently working on my thesis in Environmental Studies. I am writing to request information about the archival resources available at the Rivertown Public Library.

My research focuses on the historical environmental policies in Rivertown and their impact on local biodiversity. I have learned that the Rivertown Public Library holds extensive archival materials that are crucial for my study. To ensure that I make the most of my visit, I would appreciate it if you could provide the following information:

1. **A list of available archival collections related to environmental policies and local biodiversity.**
2. **Details on accessing the archives, including hours of operation and any requirements for accessing specific collections.**
3. **Information on any available research assistance or special programs for graduate students.**

Additionally, if there are any online databases or digital resources that might be relevant to my research, kindly include that information as well.

I am eager to explore the resources at Rivertown Public Library and believe that the information I seek will be instrumental in completing my thesis. Thank you for considering my inquiry. I look forward to your response.

Yours sincerely,

**Michael Harris**Graduate Student, Environmental Studies  
Rivertown University