
Letter of Inquiry Requesting Information

Michael Harris
123 Elm Street
Rivertown, NY 10001
michael.harris@email.com
(555) 456-7890
June 21, 2024


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