

4. Resource Request Letter Template

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Their Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

In light of my current project on [briefly describe the project], I am in need of [specific resources, e.g., books, software, equipment]. I have been advised that your department might be able to assist with this.

Could you please let me know how I might be able to access these resources?

Thank you for your assistance and looking forward to your positive response.

Sincerely,

[Your Name]