Application for a letter of introduction (request to use materials)

Date

|  |  |
| --- | --- |
| Name of applicant |  |
| Affiliation |  School/Course Year |
| Address |  |
| Telephone number/email address |  |
| Name of requested organization |  |
| Material(s) requested |  |
| Location of requested material  |  |
| Requested period of use | From to (date/month/year) |
| Remarks |  |

For library use: