**PERMISSION LETTER TO USE LIBRARY**

February 9, 20XX

To;

Mr. Rashid Husnaim

Librarian, XYZ Library

78054, New Jersey

Subject: Permission to Borrow Books from the library

Dear Mr. Husnaim,

My name is Wilford Young, a student at XYZ Senior High School, Admission number HDE6789/20XX, pursuing a major in BHRM. I am writing this permission letter to request the use of the Management Disciplines books and relevant journals from your library for academic purposes.

As you are aware, the XYZ Library is an academic library with a collection of books and journals related to my academic program. I would greatly benefit from having access to the above-stated books and journals because they will help me better understand the BHRM principles and management disciplines. Having access to these books will also help me prepare well for the forthcoming seniors' exams, enabling me to pass the exams. If you are willing to approve my request, I'd appreciate it if you could provide the following:

* Copies of the materials requested either in print, audio, or electronic form; provided that they are of high quality to eliminate the need for photocopying
* An appropriate timeline for the use of the books such that I know exactly when I can access and return them to avoid incurring any late fees and penalties

I understand that as per the rules and regulations of the XYZ library, the books need to be returned after seven days and in good condition. I want to assure you that the books will be in safe hands with me and will be returned at the appropriate time and in an acceptable condition.

I appreciate your understanding of this matter. I am looking forward to a positive response from you.

Sincerely,

Wilford Young

XYZ Seniors High school student