**PERMISSION LETTER TO USE LIBRARY**

February 9, 20XX

Emily White

Librarian, Sweet Waters University

4567, Cape Town, South Africa

Subject: Letter Requesting Access to the Library Facility

Dear Ms. Emily White,

This permission letter is to request approval to access the library facility at Sweet Waters University and all its materials for academic research purposes. I am currently doing a research project titled "Effects of Air Pollution on Global Warming in the world," and to conduct my research, I need access to several academic journals and books published by Longhorn Publishers, 2002-2022, relevant to the above research topic.

I am aware that Sweet Waters University Library does not lend out its journals and books without proper approval; thus, I am writing to request these materials formally. If you are willing to grant my request, I would appreciate it if you could also provide me with these requirements:

* Access to the library facility. Please note that I will need access to the library facilities every Monday from 2:00 pm until 4:00 pm. Besides, I will need to use the study room during this time since I'd be working on a research project.
* Access to the library materials. I'd also like to request access to the library's electronic resources, including electronic copies of academic journals and books published by Longhorn publishers.
* I will also need the library staff's assistance in identifying and locating specific materials related to my research project.

Please let me know if I need to provide you with more information regarding this request or any other requirements I need to meet if this request is granted. Additionally, I'd like to mention that I will be solely responsible for any damages caused by me to the library facilities and will pay the annual membership fees to assist with the maintenance of the library's facilities and materials.

Thank you for being so considerate. I look forward to hearing from you as soon as possible.

Yours Truly,

Jane Smith.