

Formal request to add school resource or facility

Subject: Request for Approval of New School Library Facility

Dear Principal [Name],

I am writing to propose the establishment of a new library facility in our school. A well-equipped library will foster a culture of reading, improve academic performance, and provide students with valuable resources for research and learning.

I respectfully request your approval and support for this initiative. Your endorsement will help us secure funding and begin planning this vital addition to our school.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Class/Grade]

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