Eric Dane  
Director of ABC Institute

**Dated:** 28th February 20XX

**Subject:** Issuance of Library ID card

Respected Sir,

It is respectfully stated that I am a student of the Information Technology department at ABC Institute. I have an exceptional academic record and represent the sports team from my department each year in the sports gala. I am writing this letter to put forward a proposal for issuing library ID cards for every student.

I have been a regular student in the library and use books for academics as well as non-academics I.e., novels, biographies, fiction, and others. We suffer a lot due to the unavailability of library cards because only one book can be issued on the student ID card, and we have to wait for a long period of time.

Sometimes, while making assignments, books are used as helping materials and we are not allowed to get 2 books issued on our student card therefore, I request you to issue library cards for keen students that allow them to issue as many books as they want. In addition, it can also be used as bonus points for final examinations.

Kindly consider my request as a priority.

Regards,

[Your Name]  
Student of IT Department