

<COMPANY LETTERHEAD/LOGO>

Date

Name, Title

Company Name

Street Address

City, State ZIP

Dear University at Buffalo Libraries:

As an authorized representative of [Company Name], I formally request your consideration to join the Corporate Borrower Program of the University at Buffalo Libraries.

Please provide a brief description of your business and the intended use of the University Libraries resources.

I request the following representative(s) of (Company Name) be issued Corporate Borrower Visitor privileges. I understand that all cardholders must abide by University Policies, including but not limited to, the University Libraries Policies as well as the Computer and Network Use policy.

Name: _____

Title: _____

Email: _____

Name: _____

Title: _____

Email: _____

Name: _____

Title: _____

Email: _____

(Company Name) accepts full responsibility for all resources used by these cardholders as well as the conduct of our staff while visiting the University at Buffalo. I may be reached at (XXX) XXX-XXXX or XXXXX@XXXXX.XXX should you need further information.

Sincerely,

Name, Title