

# Update on National Library Deposit Process

Dear [Recipient's Name],

We are writing to provide you with an important update regarding the national library deposit process. As part of our ongoing efforts to streamline operations, we have implemented several new measures to improve efficiency and collaboration.

Effective [start date], the following changes will take place:

- Depositors are now required to submit all materials electronically via our online portal.
- All submissions will be acknowledged within [number of days] business days.
- We will be holding a series of informational webinars to guide depositors through the new process.

We appreciate your understanding and support during this transition. Should you have any questions or require further clarification, please do not hesitate to reach out to us at [contact email] or [phone number].

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[National Library Name]