

Library Limited Access Notice

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that our library will have limited access due to [reason for limited access, e.g., renovations, special events, etc.]. The following details outline the changes:

Access Schedule

- Limited access will begin on: [Start Date]
- Expected completion date: [End Date]

Available Services

During this time, the following services will still be available:

- Online catalog access
- Digital resources and e-books
- Contactless book pickup services

Contact Information

If you have any questions or need assistance, please do not hesitate to reach out to us at:

Email: [Library Email]

Phone: [Library Phone Number]

We appreciate your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Position]

[Library Name]