

Notice of Temporary Closure

Dear Valued Patrons,

We would like to inform you that the [Library Name] will be temporarily closed on [Date] for a special event. During this time, we will be hosting [brief description of the event, e.g., a community reading day, author meet-and-greet, etc.].

The library will resume normal operating hours on [Date]. We apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[Library Name]
[Contact Information]