

Library Temporary Closure Notification

Dear Library Patrons,

We regret to inform you that the [Library Name] will be temporarily closed starting from [Start Date] to [End Date] due to [reason for closure, e.g., renovations, maintenance, etc.].

During this time, we encourage you to utilize our online resources available on our website. We apologize for any inconvenience this may cause and appreciate your understanding.

We look forward to welcoming you back once we reopen!

For any further inquiries, please contact us at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Library Name]

[Contact Information]