

Dear Library Patrons,

We are writing to inform you of some important changes to our library study room policies that will take effect on **[Effective Date]**.

New Study Room Policies

- Study rooms can now be reserved for a maximum of **[Duration]** hours.
- All study rooms must be vacated 15 minutes before the library closes.
- Individuals or groups must check in at the front desk to confirm their reservation.
- Failure to show up for a reserved room within **[Time Period]** may result in cancellation of the booking.

We believe these changes will enhance the availability and usability of our study rooms for all patrons. Thank you for your understanding and cooperation.

If you have any questions, please feel free to contact us at **[Contact Information]**.

Sincerely,

[Your Name]
[Your Position]
[Library Name]