

Library Borrowing Policy Modification

Date: [Insert Date]

Dear [Library Member's Name],

We are writing to inform you about an important modification to our library's borrowing policy that will take effect on [effective date]. After careful consideration and feedback from our community, we have updated our policy to better serve our patrons.

The key changes are as follows:

- Increased borrowing limit: Members can now borrow up to [new limit] items.
- Extended borrowing period: The borrowing period for materials will be [new duration].
- Introduction of fines for overdue items: A fee of [amount] will be applied for each day an item is overdue.

We encourage you to visit our website or contact the library for further details regarding these changes. Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Library Contact Information]