

Library Service Policy Adjustment Notification

Date: [Insert Date]

Dear [Library Member's Name],

We hope this message finds you well. We are writing to inform you about an important adjustment to our library service policies that will take effect on [Insert Effective Date]. These changes are made to enhance your library experience and ensure that we continue to provide the best possible service to our community.

Policy Adjustments:

- [Detail Policy Change 1]
- [Detail Policy Change 2]
- [Detail Policy Change 3]

We understand that changes to policy may raise questions, and we encourage you to reach out to us at [Insert Contact Information] should you have any inquiries or require further clarification.

Thank you for your understanding and continued support as we make these adjustments. Your feedback is always appreciated and valuable to us.

Sincerely,

[Your Name]

[Your Title]

[Library Name]