

Library Access Suspension Notice

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that your access to the library has been suspended due to [brief reason for suspension, e.g., overdue materials, policy violations]. This suspension is effective immediately and will remain in place until [mention duration or conditions for reinstatement].

If you believe this suspension is in error or if you wish to discuss this matter further, please contact us at [insert contact information]. We value your cooperation and look forward to resolving this issue promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Library Contact Information]