

Library Unscheduled Closure Notice

Date: [Insert Date]

Dear Valued Patrons,

We regret to inform you that the [Library Name] will be closed unexpectedly from [Start Date] to [End Date] due to [reason for closure]. We apologize for any inconvenience this may cause and appreciate your understanding.

Please check our website or contact us at [Contact Information] for updates regarding our reopening.

Thank you for your continued support.

Sincerely,

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