

Library Book Return Policy Update

Dear Patrons,

We hope this message finds you well. We are writing to inform you of an important update to our library's book return policy, effective [Insert Date].

To better serve our community and ensure that all members have access to our resources, the following changes will be implemented:

- Books must now be returned within [Insert Number] days of the due date.
- A late fee of [Insert Amount] will be applied for each day a book is overdue.
- The option for renewing borrowed books will now be available online through our library portal.

We encourage you to familiarize yourself with the new policy to avoid any inconvenience. For more details, please visit our website or contact our help desk.

Thank you for your understanding and continued support.

Sincerely,
[Library Name]
[Library Contact Information]