

Library Archival Digitization Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that the [Name of Archive/Collection] is undergoing a digitization project to enhance accessibility and preserve our valuable resources.

This project will begin on [Start Date] and is expected to be completed by [End Date]. During this time, some materials may be temporarily unavailable for physical access. However, digital versions will be accessible through our library's online portal.

We appreciate your understanding and support as we work to improve our library services.

If you have any questions or need further information, please do not hesitate to contact us at [Library Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Library Contact Information]