

# Library Archives Digital Transition Alert

Date: [Insert Date]

Dear [Recipient's Name],

We are excited to announce that our library archives will be undergoing a digital transition aimed at enhancing accessibility and preservation of our collections.

This transition will begin on [Start Date] and is expected to be completed by [End Date]. During this period, some materials may temporarily be unavailable. We appreciate your understanding and patience as we work to improve our services.

Please feel free to reach out to us at [Library Email] or [Library Phone Number] if you have any questions or need assistance accessing resources during this time.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Library Name]