

Library Book Hold Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your request to hold the book titled **[Book Title]** has been approved. The book will be available for you to pick up at the library starting from **[Pickup Date]**.

Please bring your library card and a valid ID when you come to collect the book. If you have any questions or need further assistance, feel free to contact us at [Library Phone Number] or [Library Email Address].

Thank you for using our library services!

Sincerely,

[Your Name]

[Your Title]

[Library Name]

[Library Address]

[City, State, Zip Code]