

Account Update: Overdue Books

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about the status of your library account concerning overdue books.

The following items are currently overdue:

- [Book Title 1] - Due Date: [Date]
- [Book Title 2] - Due Date: [Date]
- [Book Title 3] - Due Date: [Date]

Please return the overdue items by [new due date] to avoid any late fees. You can return the books in person or use our book drop-off location.

If you would like to renew any of the above titles, please contact us or visit our website.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Library Name]
[Contact Information]