

Final Notice: Overdue Book

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Dear [Borrower's Name],

This is a final notice regarding the overdue book titled "**[Book Title]**" which was due on **[Due Date]**. Our records indicate that this item has not yet been returned.

Please return the book to the library by **[Final Return Date]** to avoid further penalties. If you have already returned the book, kindly disregard this notice. Otherwise, you may be subject to additional fees.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Library Name]

[Library Contact Information]