

Overdue Book Penalty Notice

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. This is to notify you that the following book(s) checked out under your account are overdue:

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

Please be advised that a penalty fee of [Insert Amount] has been accrued for each overdue item. We kindly request that you return the items as soon as possible or contact us to discuss any issues regarding the return.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Library Contact Information]