

Overdue Book Reminder

Dear [Borrower's Name],

This is a friendly reminder that the book titled "**[Book Title]**" you borrowed from [Library Name] is now overdue. The due date was [Due Date].

Please return the book at your earliest convenience to avoid any late fees. If you need additional time, feel free to contact us to discuss renewals.

Thank you for your attention to this matter.

Sincerely,

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