

Overdue Book Return Request

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you that the book titled "**[Insert Book Title]**", which was borrowed from [Insert Library Name], is now overdue since [Insert Due Date].

As a friendly reminder, please return the book at your earliest convenience or contact us if you need an extension. We appreciate your cooperation in helping us maintain our library collection.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]