

Overdue Book Status Update

Dear [Recipient's Name],

This is a reminder regarding the book titled "[**Book Title**]", which is currently overdue. According to our records, it was due on [**Due Date**].

Please return the book to the library at your earliest convenience to avoid any late fees. If you have already returned the book, please disregard this message.

For any questions or concerns, feel free to contact us at [**Contact Information**].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]