

Overdue Library Item Alert

Dear [Borrower's Name],

We hope this message finds you well. This is a friendly reminder that one or more items you borrowed from the [Library Name] are now overdue.

Overdue Item(s):

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

Please return the items at your earliest convenience to avoid any late fees. If you wish to renew any items, please contact us or visit our website.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Library Contact Information]