

# Friendly Library Return Reminder

Dear [Library Member's Name],

We hope this message finds you well! This is a friendly reminder that you have the following items borrowed from [Library Name]:

- [Title of Book 1] - Due on [Due Date]
- [Title of Book 2] - Due on [Due Date]
- [Title of Book 3] - Due on [Due Date]

We kindly ask that you return or renew these items by their due dates to avoid any late fees.

If you have any questions or need assistance, please feel free to reach out to us!

Thank you for being a valued member of [Library Name]!

Best regards,  
[Your Name]  
[Your Position]  
[Library Name]  
[Contact Information]