

Library Overdue Notice

Date: [Insert Date]

Dear [Borrower's Name],

This is a reminder that the following items checked out on your library account are overdue:

- Title: [Book Title 1] - Due Date: [Due Date 1]
- Title: [Book Title 2] - Due Date: [Due Date 2]
- Title: [Book Title 3] - Due Date: [Due Date 3]

Please return the items to the library or renew them online to avoid any late fees.

If you have any questions, feel free to contact us at [Library Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]