

Library Item Return Deadline Notification

Dear [Recipient's Name],

This is a friendly reminder that the return deadline for the following library item is approaching:

- **Item Title:** [Title of the Item]
- **Item ID:** [Item ID]
- **Due Date:** [Due Date]

Please ensure that the item is returned by the due date to avoid any late fees. If you have any questions or need assistance, feel free to contact us at [Library Contact Information].

Thank you for your attention to this matter!

Best regards,

[Library Staff Name]

[Library Name]

[Library Contact Information]