

Library Materials Return Reminder

Dear [Patron's Name],

We hope this message finds you well. This is a friendly reminder that the materials you borrowed from our library are due for return on [Due Date].

Please ensure that you return the items by this date to avoid any late fees. If you wish to extend your borrowing period or if you have any questions, feel free to contact us.

Thank you for your attention to this matter and for being a valued member of our community!

Best regards,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]