

# Dear [Recipient's Name],

We hope this message finds you well. Our records indicate that you have items checked out from our library that are now overdue.

The details of the overdue items are as follows:

- 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 at your earliest convenience to avoid any late fees. If you need assistance or wish to renew your items, feel free to contact us.

Thank you for your attention to this matter.

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