

Library Overdue Notice

Date: [Insert Date]

To: [Member Name]

[Member Address]

Dear [Member Name],

This is a friendly reminder that the following items checked out from our library are currently overdue:

Title	Due Date
[Book Title 1]	[Due Date 1]
[Book Title 2]	[Due Date 2]

Please return the items or renew them at your earliest convenience to avoid any late fees.

If you have already returned these items, please disregard this notice.

Thank you for being a valued member of our library!

Best regards,

[Your Library Name]

[Contact Information]