

Library Return Policy for Borrowed Resources

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Subject: Return Policy for Borrowed Library Resources

Dear [Borrower's Name],

Thank you for utilizing the resources of our library. We appreciate your commitment to reading and learning. This letter serves as a reminder of our return policy for borrowed materials.

Return Policy Overview

- All borrowed materials must be returned by the due date specified at the time of borrowing.
- Materials can be renewed if no holds have been placed by other patrons.
- Late returns may incur fines as specified in our library policy.
- In the case of lost or damaged items, you may be held responsible for the replacement costs.

If you have any questions regarding our return policy or need assistance, please do not hesitate to contact us at [Library Contact Information].

We value your patronage and look forward to your continued use of our library services.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Library Contact Information]