

Library Late Fee Notification

Date: [Insert Date]

Dear [Patron's Name],

We hope this message finds you well. This is a notification regarding the late return of a library book that was due on [Insert Due Date].

Title of the Book: [Insert Book Title]

As per our library policy, a late fee of [Insert Amount] has been incurred for this overdue item. To avoid further charges, we kindly ask that you return the book by [Insert New Deadline].

You can return the book at any of our library branches or contact us if you wish to extend the borrowing period.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require assistance.

Sincerely,
[Your Name]
[Your Title]
[Library Name]
[Library Contact Information]