

# Library Item Late Return Charge Alert

Dear [Member Name],

We hope this message finds you well. This is a friendly reminder that the following item(s) you borrowed from [Library Name] are now overdue:

- Title: [Book/Item Title]
- Due Date: [Due Date]

As per our library policy, a late return charge of [Amount] per day will be applied starting from the due date. We encourage you to return the item(s) as soon as possible to avoid additional charges.

If you have already returned the item(s), please disregard this message.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]