

Library Late Item Return Billing Notification

Dear [Patron's Name],

We hope this message finds you well. We are writing to inform you that the following items checked out from [Library Name] are overdue:

- Item Title: [Title 1] - Due Date: [Date 1]
- Item Title: [Title 2] - Due Date: [Date 2]
- Item Title: [Title 3] - Due Date: [Date 3]

Please be advised that fees have begun to accrue for these late items. The current charges are as follows:

- Late Fee for Item Title [Title 1]: \$[Amount 1]
- Late Fee for Item Title [Title 2]: \$[Amount 2]
- Late Fee for Item Title [Title 3]: \$[Amount 3]

The total amount due is \$[Total Amount]. We kindly ask you to return the overdue items at your earliest convenience to avoid further charges.

If you have already returned the items, please disregard this notification. We appreciate your cooperation and understanding.

Thank you for being a valued member of [Library Name]. If you have any questions, feel free to contact us at [Library Phone Number] or [Library Email Address].

Sincerely,

[Your Name]

[Your Title]

[Library Name]

[Library Address]