

Library Late Return Fee Notification

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Dear [Borrower's Name],

We hope this message finds you well. This letter serves as a notification regarding the late return of library materials.

Item(s) Checked Out:

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

As of today, the above item(s) are [number] days overdue. According to our library's policy, a late fee is assessed at [fee amount] per day for each item.

Total Late Fee: [Total Amount]

To avoid further fees, please return the items to the library by [new deadline]. If you have already returned the items, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Library Contact Information]