

Overdue Book Charge Notice

Date: [Insert Date]

Dear [Patron's Name],

This notice serves to inform you that the following book(s) checked out under your account are currently overdue:

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

As of today, a late fee of [Amount] has been incurred for each overdue item. Your total outstanding balance is [Total Amount].

Please return the overdue items or renew them if you wish to keep them longer. For any queries, feel free to contact us at [Library Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Library Name]

[Library Address]

[Library Phone Number]