

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the overdue items currently checked out under your account.

As of today, the following items are overdue:

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

Please be aware that an overdue fine of [Amount] per day will be applied for each overdue item. To avoid any further charges, we kindly ask that you return the items as soon as possible.

If you need to extend your return date or have any questions, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Library/Organization Name]
[Contact Information]