

Unpaid Late Return Fee Reminder

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the unpaid late return fee for the item(s) you borrowed from [Insert Library/Organization Name] on [Insert Borrow Date].

As of today, the fee of [Insert Amount] remains outstanding. We kindly ask that you settle this balance at your earliest convenience to avoid any further penalties.

If you have already made the payment, please disregard this notice. Otherwise, feel free to contact us at [Insert Contact Information] if you have any questions or need assistance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library/Organization Name]

[Contact Information]