

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Librarian's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I hope this message finds you well. I am writing to follow up on the renewal of the following book that was checked out from the school library:

Title: [Book Title]

Author: [Book Author]

ISBN: [Book ISBN]

Due Date: [Original Due Date]

As the due date is approaching, I wanted to ensure that the renewal process is underway. If needed, please let me know if there are any specific steps I should follow or additional information I can provide to facilitate this process.

Thank you for your attention to this matter. I appreciate your assistance and support in helping us access the resources we need.

Sincerely,

[Your Name]