

Library Book Renewal Reminder

Dear [Parent/Guardian's Name],

This is a friendly reminder that your child, [Child's Name], has a library book titled "[Book Title]" that is due for renewal on [Due Date].

We encourage you to return the book by the due date to avoid any late fees and to ensure that other students can enjoy the book as well.

If you would like to renew the book or if you have any questions, please feel free to contact the library at [Library Contact Information].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]