

# Final Notice: Overdue Book Return

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Email: [Recipient's Email]

Dear [Recipient's Name],

This is a final notice regarding the overdue book titled "[**Book Title**]", which was due on [**Due Date**].

As of today, the book is [insert number of days] days overdue. We regret to inform you that failure to return the book or to contact us regarding this matter may result in additional late fees or replacement charges.

Please return the book immediately to avoid further action. If you have already returned the book, kindly disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library/Organization Name]

[Contact Information]