

Dear [Recipient's Name],

I hope this message finds you well. I wanted to gently remind you about a few books I lent you some time ago:

- [Book Title 1]
- [Book Title 2]
- [Book Title 3]

If you have finished with them, I would appreciate it if we could arrange a time for me to pick them up or for you to return them. No rush if you're still using them--just let me know!

Thank you so much, and I look forward to hearing from you soon!

Best regards,
[Your Name]