

Urgent Book Return Request

Dear [Borrower's Name],

I hope this message finds you well. I am writing to remind you about the books you currently have borrowed from [Library/Institution Name]. According to our records, they are due for return on [Due Date].

As a valued frequent borrower, we appreciate your support in returning books on time. We kindly ask that you return the following titles at your earliest convenience:

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

Failure to return these items by the due date may result in late fees or restrictions on future borrowing privileges.

Thank you for your prompt attention to this matter. Please feel free to reach out if you have any questions or if you require an extension.

Sincerely,

[Your Name]

[Your Position]

[Library/Institution Name]

[Contact Information]