

Dear [Patron Name],

We hope this message finds you well. This is a friendly reminder that the following book(s) checked out from [Library Name] are now overdue:

- **Title:** [Book Title 1] **Due Date:** [Due Date]
- **Title:** [Book Title 2] **Due Date:** [Due Date]

As of today, you have incurred a charge of [Charge Amount] for each overdue book. We kindly ask you to return the books at your earliest convenience to avoid further charges.

If you have any questions or need assistance, please do not hesitate to contact us at [Library Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Library Name]
[Library Contact Information]