

# Library Overdue Book Reminder

Dear [Borrower's Name],

This is a friendly reminder that the following book(s) checked out from [Library Name] is/are now overdue:

- [Title of Book 1] - Due Date: [Due Date 1]
- [Title of Book 2] - Due Date: [Due Date 2]
- [Title of Book 3] - Due Date: [Due Date 3]

Please return the overdue book(s) at your earliest convenience to avoid any late fees.

If you have any questions, feel free to contact us at [Library Phone Number] or [Library Email Address].

Thank you for your attention to this matter!

Sincerely,

[Your Name]  
[Your Position]  
[Library Name]