

Library Overdue Notice

Date: [Insert Date]

Dear [Patron's Name],

This is a friendly reminder that the following book(s) checked out under your account are overdue:

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

Please return the items to the library as soon as possible to avoid any late fees. If you wish to renew the items, please contact us or visit our website.

Thank you for your attention to this matter.

Sincerely,

[Library Name]

[Library Contact Information]