

Overdue Checkout Reminder

Dear Parents/Guardians,

We hope this message finds you well. We are writing to inform you that your child, **[Student's Name]**, has an overdue library book that was due on **[Due Date]**.

The details of the book are as follows:

- **Title:** [Book Title]
- **Author:** [Author Name]

Please remind your child to return the book to the library at their earliest convenience. If they wish to renew the book, they may do so, provided there are no holds placed on it by other students.

Thank you for your attention and support in encouraging your child to stay on track with their reading materials.

Best regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]