

Overdue Circulation Notice

Dear [Student's Name],

This is a friendly reminder that the following item checked out under your name is now overdue:

- Title: [Book Title]
- Author: [Author Name]
- Due Date: [Due Date]

Please return the item to the library as soon as possible or renew it if you need more time.

Thank you for your attention to this matter!

Sincerely,

[Your Name]

[Your Position]

[School Name]