

Overdue Item Alert

Dear [Staff Member's Name],

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

- Item Title: [Title of the Item]
- Due Date: [Original Due Date]

Please return the item(s) to the library as soon as possible to avoid any late fees and to ensure availability for other staff and students.

If you have already returned the item(s), please disregard this notice. If you need additional time or have any questions, feel free to reach out.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]
[School Name]