

# Overdue Library Book Notice

Date: [Insert Date]

Dear Guardian,

We are writing to inform you that your child, [Child's Name], has an overdue library book titled "[Book Title]." This book was due on [Due Date] and has not yet been returned.

Please remind [Child's Name] to return the book at their earliest convenience to avoid any late fees. The current accrued fee is [amount if applicable].

If you have any questions or if the book has already been returned, please contact us at [Library Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Library Contact Information]