

# Overdue Library Materials Reminder

Date: [Insert Date]

Dear Parent/Guardian,

We hope this message finds you well. We are writing to remind you that your child, [Child's Name], has overdue library materials that need to be returned or renewed.

Details of the overdue items are as follows:

- Title: [Insert Book Title]
- Due Date: [Insert Due Date]
- Item Type: [Insert Book/Media]

We kindly ask you to assist your child in returning the overdue materials at their earliest convenience to avoid any late fees. If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter!

Sincerely,

[Your Name]

[Your Position]

[Library/School Name]

[Contact Information]