

Overdue Resource Notice

Date: [Insert Date]

To: [Faculty Member's Name]

Department: [Department Name]

Email: [Faculty Member's Email]

Dear [Faculty Member's Name],

This is a friendly reminder that the following resource(s) checked out under your name are now overdue:

- Resource Title: [Title of Resource] - Due Date: [Due Date]
- Resource Title: [Title of Resource] - Due Date: [Due Date]

Please return the materials at your earliest convenience, or contact us if you need to arrange an extension.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library/Department Name]

[Contact Information]