

Media Center Overdue Return Notice

Dear [Patron's Name],

We hope this message finds you well. Our records indicate that you currently have the following items checked out from the Media Center:

- [Item Title 1] - Due Date: [Due Date 1]
- [Item Title 2] - Due Date: [Due Date 2]

As of today, these items are overdue. We kindly request that you return them as soon as possible to avoid any late fees.

If you need assistance or would like to renew your items, please feel free to contact us at [Media Center Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
Media Center