

Final Notice: Textbook Return Required

Date: [Insert Date]

Dear [Student's Name],

This is a final notice regarding the return of your textbook(s) for the course [Course Name or Code]. Our records indicate that the following items have not yet been returned:

- [Textbook Title 1] - [ISBN]
- [Textbook Title 2] - [ISBN]

Please return the above textbooks to the [Designated Location] by [Final Return Date] to avoid any late fees or holds on your account.

If you have already returned these items, please disregard this notice or contact us immediately at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Institution Name]
[Contact Information]