

Friendly Reminder: Textbook Return

Dear [Student's Name],

I hope this message finds you well! This is a friendly reminder that the deadline for returning your textbooks is approaching on [Due Date]. We want to ensure you have ample time to return them without any late fees.

If you have any questions or need assistance with the return process, please do not hesitate to reach out!

Thank you for your attention to this matter, and we appreciate your cooperation!

Best regards,
[Your Name]
[Your Title/Position]
[Your Contact Information]