

Last Call for Textbook Return

Dear [Student's Name],

This is a final reminder that the deadline for returning your textbooks is approaching. Please ensure that you return all borrowed textbooks by **[Deadline Date]** to avoid any late fees.

Textbooks can be returned to the library or the designated return location. If you have any questions or need assistance, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]