

Lost Textbook Return Notice

Date: [Insert Date]

To: [Student's Name]

Address: [Student's Address]

Dear [Student's Name],

We are writing to inform you that our records indicate you have an outstanding textbook that has not yet been returned to the school library. The details of the lost textbook are as follows:

- Title: [Insert Title]
- Author: [Insert Author]
- ISBN: [Insert ISBN]
- Due Date: [Insert Due Date]

Please return the textbook to the library by [Insert Return Deadline] to avoid any late fees. If you believe you have returned this item or have further questions, please contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]