

# Overdue Textbook Reminder

Dear [Student's Name],

This is a friendly reminder that the following textbook(s) are overdue:

- [Textbook Title 1] - Due on: [Due Date]
- [Textbook Title 2] - Due on: [Due Date]

Please return the items to the library at your earliest convenience to avoid any late fees.

If you have already returned the items, please disregard this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]