

Textbook Return Confirmation Reminder

Dear [Student's Name],

This is a friendly reminder that the due date for returning your textbooks is approaching. Please ensure you return the following items:

- [Textbook Title 1] - Due Date: [Due Date]
- [Textbook Title 2] - Due Date: [Due Date]
- [Textbook Title 3] - Due Date: [Due Date]

If you have already returned these textbooks, please disregard this reminder. If you have any questions, feel free to contact us.

Thank you for your attention to this matter!

Sincerely,
[Your Name]
[Your Position]
[Institution Name]
[Contact Information]