

Textbook Return Deadline Alert

Dear [Student's Name],

This is a friendly reminder that the deadline for returning your textbooks is approaching. Please ensure that all rented or borrowed textbooks are returned by **[Return Deadline Date]**.

Returning your textbooks on time helps us keep our inventory up to date and available for other students. If you have any questions about the return process, feel free to contact us at **[Contact Information]**.

Thank you for your cooperation!

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