

Textbook Return Notification

Dear [Student's Name],

This letter serves as a reminder that you have textbooks that are due for return by [Return Date]. Please ensure that all materials are returned in good condition to avoid any late fees or charges.

Details of the textbooks are as follows:

- Title: [Textbook Title 1] - ISBN: [ISBN Number]
- Title: [Textbook Title 2] - ISBN: [ISBN Number]

Returns can be made at the library or designated drop-off locations during regular hours.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution/School Name]