

Textbook Return Due Date Notice

Dear [Student's Name],

This is a friendly reminder that the due date for returning your textbooks is approaching. Please ensure that all textbooks issued to you are returned by **[Due Date]**.

To avoid any late fees, kindly follow these return instructions:

- Visit the library during operating hours.
- Return textbooks at the designated return desk.
- Check your account for any outstanding items.

If you have any questions or need assistance, please do not hesitate to contact us at **[Contact Information]**.

Thank you for your attention to this matter!

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