

# Urgent Textbook Return Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the urgent return of my textbook, titled "[Insert Textbook Title]," which is currently due on [Insert Due Date].

Due to [reason for urgency, e.g., upcoming exams, project deadlines], I kindly ask for your assistance in expediting the return process. Please let me know if there are any specific steps I need to follow to ensure a prompt resolution.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Student ID or Contact Information]

[Your Program/Department]