

Formal Apology for Late Library Book Returns

Date: [Insert Date]

To,

[Librarian's Name]

[Library Name]

[Library Address]

Dear [Librarian's Name],

I hope this message finds you well. I am writing to formally apologize for my recent late returns of library books. I understand the importance of adhering to the library's policies and the impact that late returns can have on other patrons.

Unfortunately, [brief explanation of reason for late returns, e.g., unforeseen circumstances, personal issues, etc.]. I take full responsibility for this oversight and assure you that it was never my intention to inconvenience anyone.

To rectify this situation, I have returned the overdue books and paid any applicable fines. Moving forward, I will make certain to manage my borrowing more effectively and ensure that all future returns are made on time.

Thank you for your understanding. I appreciate the invaluable services your library provides to the community and will strive to be a more responsible patron in the future.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]