

Dear [Patron's Name],

I hope this message finds you well. I am writing to express my heartfelt regret for the overdue library materials that are currently in your possession.

We understand that life can get busy, and sometimes returning items on time might slip through the cracks. However, we must kindly remind you that the following materials have not yet been returned:

- [Title of Book 1] - Due Date: [Due Date]
- [Title of Book 2] - Due Date: [Due Date]

Your contribution helps our library thrive, and we greatly value you as a member of our community. We urge you to return the overdue items at your earliest convenience or contact us if you need assistance.

Thank you for your understanding and cooperation. If you have already returned the items, please disregard this notice.

Sincerely,
[Your Name]
[Your Position]
[Library Name]
[Contact Information]