

Apology for Late Return of Library Book

Date: [Insert Date]

Dear [Librarian's Name or Library Staff],

I hope this message finds you well. I am writing to sincerely apologize for the late return of the book titled "[Book Title]," which was due on [Due Date].

Due to [brief explanation of the reason for delay, e.g., unforeseen circumstances], I was unable to return the book on time. I understand the importance of returning items promptly to ensure they are available for other patrons, and I regret any inconvenience my delay may have caused.

I have since returned the book on [Return Date] and have taken measures to ensure that this does not happen again in the future. I greatly appreciate the services your library provides, and I value the opportunity to borrow books from your collection.

Thank you for your understanding. Please let me know if there are any late fees or additional actions required on my part.

Sincerely,

[Your Name]

[Your Contact Information]