

Library Notice

Date: [Insert Date]

Dear [Borrower's Name],

We hope this message finds you well. This is a friendly reminder concerning the library book(s) that you borrowed from us and have not yet returned. The following items are overdue:

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

We understand that life can get busy, and we appreciate your efforts to manage your borrowing. However, we kindly ask you to return the overdue items at your earliest convenience to avoid any late fees and to allow other patrons access to these materials.

If you have already returned the books, please disregard this notice. If you need assistance or have any questions, feel free to contact us.

Thank you for your understanding and cooperation.

Sincerely,

[Library Name]

[Library Contact Information]