

# Book Return Deadline Notification

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder that the deadline to return your borrowed book, [**Book Title**], is approaching.

**Due Date:** [Due Date]

Please ensure that the book is returned by the specified date to avoid any late fees. If you wish to extend your borrowing period, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library/Organization Name]

[Contact Information]