

Library Late Fees Warning

Dear [Patron's Name],

We hope this message finds you well. Our records indicate that you have the following items checked out:

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

As of today, these items are overdue. Please be aware that late fees may apply as follows:

- [Fee per day/Item]

We kindly ask you to return the overdue items or renew them at your earliest convenience to avoid further fees.

If you have any questions, please feel free to contact us at [Library Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Library's Name]