

Library Overdue Book Reminder

Dear [Recipient's Name],

We hope this message finds you well. We are writing to remind you that the following book(s) checked out from our library are now overdue:

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

Please return the books at your earliest convenience to avoid any late fees. You can return them in person at the library or via our book drop.

If you have already returned the items or need to renew them, please contact us at [Library Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Library Name]