

# Library Book Return Instructions

Dear [Recipient's Name],

Thank you for using our library services. We hope you enjoyed your reading experience! Below are the instructions for returning library books:

## Return Method

Please return all borrowed books using one of the following methods:

- **In-Person:** Visit our library during opening hours and return your books at the front desk.
- **Book Drop:** Use the book drop located at the library entrance, available 24/7.
- **Mail:** If you are unable to return in person, you may mail the books to our address:

*[Library Name]*

[Library Address Line 1]

[Library Address Line 2]

[City, State, Zip Code]

## Return Due Date

All books are due back by [Due Date]. Please return them by this date to avoid late fees.

## Contact Us

If you have any questions, feel free to reach out to us at [Library Phone Number] or [Library Email Address].

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Library Name]